

## Save in Picture It! format?

This picture was originally opened in a file format other than .MIX.

It was converted to the .MIX format so that you could work on it in Picture It!.

Click	If you want to
Yes	Save the current picture in the .MIX file format.
Yes to All	Saves all open pictures in the .MIX file format.
No	Save your picture in its original file format.

## Changing monitor settings

Click	If you want to
Yes	Change your display settings and restart your computer.
No	Retain your current display settings.

## Save changes

Click	If you want to
Yes	Save your picture, including all your changes.
No	Close your picture without saving your changes.

## Large picture

Click	If you want to
Save as finished collage	Create a temporary, smaller version of your picture to send in the e-mail message.
Create a slide show	Send your picture in slide show format rather than in an e-mail message.
Send large picture (as is)	Send your picture in an e-mail message without trying to reduce the file size.

## Tell me more about connecting devices

The device or drive you have selected is not available.

Verify that:

- The disk is in the drive.
- Your computer is connected to the device.

For more information on connecting drives and devices, refer to your computer's documentation.



## **Low disk space**

Your computer is running out of disk space and you may not be able to save your work. Picture It! needs 30 to 50 megabytes of storage space on the hard drive of your computer.

To free up disk space, you can:


- Delete any unnecessary files from your computer's hard drive.
- Empty the Recycle Bin.
- Move files to a removable disk or another hard drive.

## Cannot open picture

If you created or worked on your picture in another program, its file format will be other than .MIX.

Explore the different file types Picture It! can open. If you don't see your file type listed:

- 1 Start the program you used to originally create the picture.
- 2 Open your picture.
- 3 Save it again in one of the file formats Picture It! can open, such as .BMP.

 Opening a picture created in a different program

## **Tell me about file names**

Picture It! file names must be less than 256 characters in length, including spaces and punctuation. There may also be characters which are not allowed, depending on your operating system. Refer to your operating system's documentation for more information.

## **How do I free disk space?**

You can:

- Delete any unnecessary files from your computer's hard drive.
- Empty the Recycle Bin.
- Move files to a removable disk or another hard drive.

## **Program could not start**

Your computer does not have enough disk space or memory for Picture It! to start. Try:

- Closing any open programs.
- Deleting any unnecessary files from your computer's hard drive.
- Emptying the Recycle Bin.
- Moving files to a removable disk or another hard drive.

**Reserved file name**

Your file name cannot end in .CON, .AUX, .PRN, .LPT\*, or .COM\*.

Please type a different file name.



## Directory not found

The directory path you typed in the **Options** dialog box, under **Path to my pictures**, is not valid.

1 On the **View** menu, click **Options**.

2 You can either:

- In **Path to my pictures**, type a new path.

—or—

- Click **Browse**, and then click the folder you want.

## **Low memory**

Your computer is running out of memory.

To regain more memory:

- Quit all unnecessary programs on your computer.

—or—

- Close some of your pictures in Picture It!

## Convert to a catalog folder

Including your pictures in a Catalog and adding descriptions to them, allows you to search for a picture if you forget its name or location.

Click	If you
Yes	Want to convert your My Pictures folder to a catalog folder.
No	Don't want your My Pictures folder converted to a catalog folder.

## Need an image to add

You selected a folder that does not contain any pictures.

There must be at least one picture in a folder for Picture It! to create shortcuts in the Catalog. Click **OK** to close this message, and then click a folder that contains at least one picture.

## **No images to add**

You selected a folder that does not contain any pictures.

There must be at least one picture in a folder for Picture It! to create shortcuts in the Catalog.

Click **OK** to close this message, and then click a folder that contains at least one picture.

## **Making a card**

- 1 Click the **Projects** tab.
- 2 Click **Cards**, and then click the card you want to make.
- 3 Follow the instructions in the task pane.

## **Making a calendar**

- 1 Click the **Projects** tab.
- 2 Click **Calendars**, and then click the calendar you want to make.
- 3 Follow the instructions in the task pane.

## **Making other fun stuff**

- 1 Click the **Projects** tab.
- 2 Click **Fun Stuff**, and then click the project you want to make.
- 3 Follow the instructions in the task pane.

## **Making combined pictures more compatible**

The pictures you combine in a collage may have different tints, resolutions, focus, or other variations.

You can try some of the following methods to give the objects you're using a more uniform look.

- ▶ Softening the edges
- ▶ Correcting the tint
- ▶ Changing the brightness or contrast
- ▶ Blurring or sharpening focus



## Making a cutout



[Play movie: Making a cutout](#)



[Play movie: Moving and resizing](#)

1 Open the picture you want to use.

● How?

2 Click the **Workbench** tab.

3 Click **Pictures & Cutouts**, and then click **Cut Out of Picture**.

4 Follow the instructions in the task pane.

### **What do you want to do now?**

● Combine the cutout with other pictures

● Edit the shape of the cutout

## **Adding a picture**

- 1 Click the **Workbench** tab.
- 2 Click **Pictures & Cutouts**, and then click **Add Picture or Cutout**.
- 3 Follow the instructions in the task pane.

### **What do you want to do now?**

- Move or resize the picture
- Making combined pictures more compatible

## **Editing the shape of an object**

You can use this procedure to remove sections of an object.

1 On the Stack, click the object you want to change.

- Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Pictures & Cutouts**, and then click **Edit Cutout**.

4 Follow the instructions in the task pane.

## **Troubleshooting**

- What if I change my mind?

### **Tips**

- Removing something you don't want from your picture

## **Filling an object**

1 On the Stack, click the object you want to fill.

- I haven't yet cut out the object I want to change.

- Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Pictures & Cutouts**, and then click **Fill Picture or Cutout**.

4 Follow the instructions in the task pane.

## **Troubleshooting**

- What if I change my mind?

## Replacing an object

- 1 On the Stack, click the object you want to replace.
- 1 Where's the Stack?
- 2 Click the **Workbench** tab.
- 3 Click **Pictures & Cutouts**, and then click **Replace Picture or Cutout** or **Replace Text**.
- 4 Follow the instructions in the task pane.

## **Making a collage using a template**

- 1 Click the **Projects** tab.
- 2 Click **Collages**, and then click **Collage with a Template**.
- 3 Follow the instructions in the task pane.

### **Tips**

- How can I keep my pictures a standard size?

### **What do you want to do now?**

- Paint on a picture

## **Making a collage on your own**

- 1 Click the **Projects** tab.
- 2 Click **Collages**, and then click **Create on My Own**.
- 3 Follow the instructions in the task pane.

### **What do you want to do now?**

- Paint on a picture
- Add a mat

## Which collage method should I choose?

- Choose **Collage with a Template** to quickly make a collage with a ready-made Picture It! layout. Just open the template, drop in your pictures, type your own words, and you're done.
- Choose **Create on My Own** to start with a blank canvas and design your own collage.



## Copying an object

1 On the Stack, click the object you want to copy.

- Where's the Stack?

2 On the **Edit** menu, click **Copy**.

3 On the **Edit** menu, click **Paste**.

To make than one copy of the object, click **Paste** as many times as you'd like.

4 Move the copy to its new position.

- How?

## Changing color in part of a picture



[Play movie: Changing color](#)

- 1 On the Stack, click the object you want to change.
    - [I haven't yet cut out the object](#)
    - [Where's the Stack?](#)
  - 2 Click the **Workbench** tab.
  - 3 Click **Paint & Color Effects**, and then click **Change Color**.
  - 4 You can either:
    - Click around the Color tool to change the object's colors.
      - [How does the Color tool work?](#)
    - or—
      - Click in the object to select the color that you want to change (this is called the "reference color"), and then use the Color tool.
        - [Why choose a reference color?](#)
- Note:** The Color tool does not work on black, white, or gray. You must first add color to the object using the Tint tool.
- [How?](#)
- ### Troubleshooting
- [What if I change my mind?](#)

## Changing color in the whole picture



[Play movie: Changing color](#)

- 1 Click the **Workbench** tab.
- 2 Click **Paint & Color Effects**, and then click **Change Color**.
- 3 If there are two tabs, click the **Whole Picture** tab.
- 4 You can either:

Click around the **Color** tool to change the picture's colors.

- How does the Color tool work?

—or—

Click in the picture to select the color that you want to change (this is called the "reference color"), and then use the **Color** tool.

- Why choose a reference color?

**Note:** The **Color** tool does not work on black, white, or gray. You must first add color to the object using the **Tint** tool.

- How?

### **Troubleshooting**

- What if I change my mind?

## **Adding color to a black and white picture**

To add color to a black and white picture, you need to use the Tint tool.

- 1 Click the **Workbench** tab.
- 2 Click **Paint & Color Effects**, and then click **Correct Tint**.
- 3 On the Tint tool, click the color you want to add to the picture.
- 4 To increase the level of the color you selected, drag the slider to the right.

Once you've tinted your black and white picture, you can use the Color tool to experiment further with its color.

- Using the Color tool

## Why choose a different reference color?

When you're using the Color tool, the "reference color" in your picture or object is the color that changes to match the one you click on the Color tool. The Color tool automatically selects the dominant color in your picture or object as the reference color, and this will generally work just fine.

In the following cases, you may want to choose a different reference color:

- **Patterns** If your picture is composed mainly of patterns or designs (plaid, for example), you can change the look by clicking on any part, redefining that color, and seeing what new pattern you've created.
- **A small target area** If there's an area in your picture that you want to change to a specific color, click it and then use the Color tool (the rest of your picture will also change, of course). If you want only one part of the picture to change, cut that part out and then use the Color tool to change it.

## Painting on a picture

You can choose from a wide variety of painting tools for adding designs or handwritten text to your picture.

- 1 Click the **Workbench** tab.
- 2 Click **Paint & Color Effects**, and then click **Creative Painting**.
- 3 In step 1 in the task pane, click a painting tool.
- 4 Each type of tool comes with a choice of shapes. If you want, choose a different shape for the tool you picked.

- How?

- 5 Click a paint color and a brush size, and drag in the picture pane to start painting.

## Troubleshooting

- What if I change my mind?

### Tips

- Choosing a different shape for the painting tool
- Painting with stamps
- What does adjusting paint transparency do?
- What does choosing a paper texture do?

## Choosing a different shape for the painting tool

- 1 At the bottom of the **Creative Painting** task pane, click **Customize paint settings**.
- 2 In step 4 in the task pane, click a shape. Different shapes appear in this box, depending on which painting tool you have chosen.
- 3 Drag in the picture pane to see what the shape you've chosen looks like.
- 4 If you don't like the effect, click **Undo your last stroke**. Or try a different width or color by returning to the first **Creative Painting** task pane and making changes there.

## Painting with stamps

- 1 Click the **Workbench** tab.
- 2 Click **Paint & Color Effects**, and then click **Creative Painting**.
- 3 In step 1 in the task pane, click the arrow on the right, and then click one of the three Stamp tools.
- 4 In step 3 in the task pane, click a smaller or larger ball depending on the size stamp you want.
- 5 At the bottom of the task pane, click **Customize paint settings**.
- 6 In step 4 in the task pane, click the stamp you want.
- 7 Click in the painting to add one stamp at a time, or drag to create a line of connected stamps.

## Troubleshooting

- What if I change my mind?

### Tips

- What does adjusting paint transparency do?
- What does choosing a paper texture do?



## **Adding a gradient fill**

- 1 On the Stack, click the object you want to fill.
  - I haven't yet cut out the object I want to change
  - Where's the Stack?
- 2 Click the **Workbench** tab.
- 3 Click **Paint & Color Effects**, and then click **Fill with Gradient**.
- 4 Follow the instructions in the task pane.

## **Troubleshooting**

- What if I change my mind?

## **Adding a colored shape**

- 1 Click the **Workbench** tab.
- 2 Click **Pictures & Cutouts**, and then click **Add a Colored Shape**.
- 3 Follow the instructions in the task pane.

**Tip:** You can also add colored shapes with the Stamp tool.

- How?

## **Adding a solid fill**

- 1 On the Stack, click the object you want to fill.
  - I haven't yet cut out the object I want to change
  - Where's the Stack?
- 2 Click the **Workbench** tab.
- 3 Click **Paint & Color Effects**, and then click **Fill with Solid Color**.
- 4 Follow the instructions in the task pane.

## **Troubleshooting**

- What if I change my mind?

## Removing paint

What do you want to remove?

- The entire painting
- Part of the painting

## Removing an entire painting

<b>If you</b>	<b>Then</b>
Are still in the <b>Creative Painting</b> task pane	Click <b>Cancel</b> or <b>Reset</b> .
Have clicked <b>Done</b> , but made no other changes yet	On the <b>Edit</b> menu, click <b>Undo</b> .
Have made other changes to your project since adding the paint	On the <b>Stack</b> , click the painting you want to remove, and then press <b>DELETE</b> .

## Erasing part of a painting

The Eraser tool only works while you're still painting on your picture. If you are finished painting and also made other changes to your picture, try cropping or removing the paint you don't want.

- 1 In step 1 in the task pane, click the arrow on the right, and then click the Eraser tool.
- 2 If necessary, in step 3 in the task pane, click a larger brush size to completely cover the paint you want to remove.
- 3 Click or drag in the painting to remove the paint you don't want.

## Troubleshooting

- Cropping part of a picture
- Removing something you don't want from your picture

## **What you should know about copyrights**

Picture It! features make it easy and fun to transform photographs and digital art into unique projects of your own. Sooner or later, you'll probably want to include professionally made photographs and digital art. Before you do, be aware of the limitations on using these materials.

Feel free to use the contents of the Picture It! CD-ROM to make cards, calendars, and other items for your personal use. However, you are not authorized to use Picture It! CD-ROM images to make materials for your business use or materials that you sell to others. For more complete information regarding copyrights, consult a legal professional.

- What is a copyright?
- How should I take copyrights into account?

## **What is a copyright?**

A copyright gives exclusive ownership rights to the individual who created an original work. These rights are protected by U.S. law and international agreements.

## **How should I take copyrights into account?**

In Picture It! whenever you use a picture that you didn't take or a piece of art that you didn't make, consider that it may be copyrighted. If you're not sure, ask. It's often quick and easy to get permission to use someone else's material, and it can avoid problems down the road.

- Copyrights for professional photographic portraits
- Copyrights for photographs in published materials
- Copyrights for online photographs or digital art



## **Copyrights for professional photographic portraits**

School pictures, wedding photographs, and those holiday pictures taken in department stores are all generally taken by professional photographers. Before you scan these images for your own use, make sure that you get permission from the photographer.

## **Copyrights for photographs in published materials**

If you want to scan a picture from a magazine or book, or take a picture of something you see in a video, get permission from the publisher or check with your copy shop staff first.

## **Copyrights for online photographs or digital art**

Digital art can be copyrighted just as art in printed sources. Before you download art you find on the World Wide Web, make sure you get permission from the author or artist that created the work, not just the person who posted it online.

## **Mouse and keyboard shortcuts**

- Keyboard shortcuts: The basics
- Keyboard shortcuts: Viewing and editing a picture
- Keyboard shortcuts: Working with text
- Mouse shortcuts

## Keyboard shortcuts: Undoing and deleting

To	Press
Undo the previous action	CTRL+Z
Redo the previous action	CTRL+Y
Delete a selected item	DELETE
Delete one character to the right of the insertion point in text tasks	DELETE
Delete one character to the left of the insertion point in text tasks	BACKSPACE

## Keyboard shortcuts: Nudging objects

Click in the picture pane before nudging an object.

To nudge something	Press
To the left	ç
To the right	è
Up	é
Down	ê

## Keyboard shortcuts: Opening, saving, printing, and quitting Picture It!

To	Press
Create a new collage	CTRL+N
Open an existing picture or collage	CTRL+O
Print part or all of a picture	CTRL+P
Save changes to a picture	CTRL+S
Quit Picture It!	ALT+F4
Open Picture It! Help	CTRL+F1

## Keyboard shortcuts: Moving the insertion point in text tasks

To move	Press
Up one line	↑
Down one line	↓
Left one character	←
Right one character	→
To the end of a line	END
To the beginning of a line	HOME
Right one word	CTRL+→
Left one word	CTRL+←
To the beginning of the text	CTRL+HOME
To the end of the text	CTRL+END

## Keyboard shortcuts: Highlighting text

To highlight	Press
One character to the left	SHIFT+Ç
One character to the right	SHIFT+È
To the end of a word	CTRL+SHIFT+È
To the beginning of a word	CTRL+SHIFT+Ç
To the end of a line	SHIFT+END
To the beginning of a line	SHIFT+HOME
One line down	SHIFT+Ê
One line up	SHIFT+É
To the end of the text	CTRL+SHIFT+END
To the beginning of the text	CTRL+SHIFT+HOME

## Keyboard shortcuts: Editing text

To	Press
Undo the last action	ALT+ BACKSPACE
End one line and begin another	ENTER



## Mouse shortcuts

To	Try
Select a word	Double-clicking the word
Select multiple words	Double-clicking, then dragging
Resize an object, keeping its center	Pressing CTRL and dragging a Resize handle
Scroll in any direction in the picture pane	If you have a 3-button mouse, pressing the middle button while moving the mouse that direction
Skew an object	Holding down ALT and dragging a Stretch handle

### If you have an IntelliMouse™

To	Try
Zoom in	Rotating the wheel forward
Zoom out	Rotating the wheel back
Scroll in any direction in the picture pane	Holding down the wheel while moving the mouse that direction

## Keyboard shortcuts: Working in Windows

To	Press
Quit Picture It! or close a task pane	ALT+F4
Switch to another program	ALT+TAB
Switch to the Windows Start menu	CTRL+ESC

## Keyboard shortcuts: Choosing menus and commands

To	Press
Highlight the menu bar	ALT or F10

After you have highlighted the menu bar, you can do the following:

To	Press
Choose the menu or command with an underlined letter	The key for the underlined letter
Move between menus	è or ç
Move between commands on a menu	é or ê
Choose a highlighted menu or command	ENTER
Cancel the highlighted command	ESC
Open Help	F1

## Keyboard shortcuts: Moving and making choices in task panes

To	Press
Move to the next option, text box, or list box	TAB
Move to the previous option	SHIFT+TAB
Move to an option with an underlined letter	ALT+ the key for the underlined letter
Move to the first item or character in a list or text box	HOME
Move to the last item or character in a list or text box	END
Open or close a list box	F4
Move between items in a list box	é or ê
Choose or clear a check box	SPACEBAR
Extend the highlight in a text box one character to the left or right	SHIFT+ç or SHIFT+è
Move the selected slider control left or right	ç or è
Extend the highlight to the last character in a text box	SHIFT+END
Extend the highlight to the first character in a text box	SHIFT+ HOME
Close the dialog box or task pane and keep the changes you made	ENTER
Close the dialog box or task pane and not keep the changes you made	ESC or ALT+F4

## **Keyboard shortcuts: The basics**

- Working in Windows
- Choosing menus and commands
- Moving and making choices in task panes

## **Keyboard shortcuts: Viewing and editing a picture**

- Undoing and deleting
- Nudging objects and text
- Opening, saving, printing, and quitting Picture It!

## **Keyboard shortcuts: Working with text**

- \_\_\_\_\_ Moving the insertion point in text
- \_\_\_\_\_ Highlighting text
- \_\_\_\_\_ Editing text

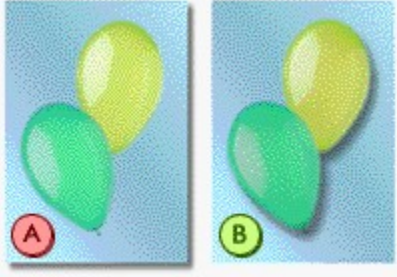




## Adding a shadow

What do you want to add the shadow to?

- The whole picture ("A" below)
- Part of my picture ("B" below)



## **Adding a shadow to a picture**

1 On the Stack, click the picture you want to add a shadow to.

▶ Where's the Stack?

2 To shrink the picture so you can see the shadow effect, drag one of the corner selection handles inward.

▶ How?

3 Click the **Workbench** tab.

4 Click **Special Effects**, and then click **Shadow**.

5 Follow the instructions in the task pane.

### **Troubleshooting**

▶ What if I can't see the shadow?

▶ What if I change my mind?

### **What do you want to do now?**

▶ Change the color, transparency, or edges of the shadow

▶ Change the size and position of the shadow

## **Adding a shadow to part of a picture**

1 On the Stack, click the object you want to add a shadow to.

[▶ I haven't yet cut out the object I want to change](#)

[▶ Where's the Stack?](#)

2 Click the **Workbench** tab.

3 Click **Special Effects**, and then click **Shadow**.

4 Follow the instructions in the task pane.

### **Troubleshooting**

[▶ What if I can't see the shadow?](#)

[▶ What if I change my mind?](#)


### **What do you want to do now?**


[▶ Change the color, transparency, or edges of the shadow](#)

[▶ Change the size and position of the shadow](#)

## What if I can't see the shadow?


If you add a shadow to an entire picture, a large cutout, or a cutout that falls outside the white canvas, you'll need to resize the picture or cutout in the picture pane before you can see it.

 Resizing an object

 Changing the size and position of a shadow

## Changing the color, transparency, and edges of a shadow

1 On the Stack, click the picture or cutout with the shadow.


 Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Special Effects**, and then click **Shadow**.


4 At the bottom of the task pane, click **Change the shadow color** or **Customize the shadow**, and follow the instructions in the task pane.

## Troubleshooting

 How do I change the shadow's color with the Color tool?

## Changing the size and position of a shadow

1 On the Stack, click the picture or cutout with the shadow.

 Where's the Stack?

2 Click the **Workbench** tab.


3 Click **Special Effects**, and then click **Shadow**.


4 In the picture pane, drag the handles until you like the size and position of the shadow.

 How?

## **Distorting an object**

1 On the Stack, click the object you want to distort.

 I haven't yet cut out the object I want to change


 Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Special Effects**, and then click **Distort**.


4 Follow the instructions in the task pane.


## **Troubleshooting**

 What if I change my mind?

## Highlighting the edges of an object

1 On the Stack, click the object you want to add a highlighted or patterned edge to.

 I haven't yet cut out the object I want to change


 Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Edge Effects**, and then click **Highlighted or Patterned Edges**.

4 Follow the instructions in the task pane.

## Troubleshooting


 What if I can't see the highlighted edge?

 What if I change my mind?



## **What if I can't see the highlighted edge?**

If you highlighted the edge of a whole picture or a background, you'll need to resize it in the picture pane before you can see the special effect.

 Resizing an object

## Undoing a change

If you	Then
Are still in the task pane	Click <b>Cancel</b> or <b>Reset</b> .
Have clicked <b>Done</b> , but made no other changes yet	On the <b>Edit</b> menu, click <b>Undo</b> .
Have made other changes to your project	On the <b>File</b> menu, click <b>Return to Last Save</b> . -or- On the <b>File</b> menu, click <b>Close</b> . When asked to save, click <b>No</b> . Now you can reopen your picture. <b>Caution:</b> You will lose whatever work you've done since the last time you saved.

## Undoing a change

If you	Then
Are still in the task pane	Click <b>Cancel</b> or <b>Reset</b> .
Have clicked <b>Done</b> , but made no other changes yet	On the <b>Edit</b> menu, click <b>Undo</b> .
Have made other changes to your project	Select the object that has the effect you want to undo, and then return to the task pane where you added the effect. Click the first picture in the preview list (no effect), and then click <b>Done</b> .

## Adding an illusion to a whole picture

- 1 Click the **Workbench** tab.
- 2 Click **Special Effects**, and then click **Illusions**.
- 3 Click the **Whole Picture** tab.
- 4 Follow the instructions in the task pane.


## Troubleshooting


▶ What if I change my mind?



## **Adding an illusion to part of a picture**

1 On the Stack, click the object you want to add an illusion to.

 I haven't yet cut out the object I want to change


 Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Special Effects**, and then click **Illusions**.


4 Follow the instructions in the task pane.


## **Troubleshooting**

 What if I change my mind?

## Softening the edges of an object

1 On the Stack, click the object you want to change.

 I haven't yet cut out the object I want to change


 Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Edge Effects**, and then click **Soft Edges**.


4 Follow the instructions in the task pane.


## Troubleshooting

 What if I change my mind?

## Making an object transparent

1 On the Stack, click the object you want to make transparent.

 I haven't yet cut out the object I want to change


 Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Special Effects**, and then click **Make Transparent**.


4 Follow the instructions in the task pane.


## Troubleshooting

 What if I change my mind?

## **Blurring or sharpening focus**

1 On the Stack, click the object you want to blur or sharpen.

 I haven't yet cut out the object I want to change


 Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Special Effects**, and then click **Blur or Sharpen Focus**.

4 Follow the instructions in the task pane.

## **Troubleshooting**

 What if I change my mind?

## Closing a project

▶ On the Filmstrip, right-click the picture and then click **Close**.

—or—

▶ On the **File** menu, click **Close**.

**Tip:** To close all the projects that are on the Filmstrip, click **Close All** on the **File** menu.



## Quitting Picture It!

▶ On the **File** menu, click **Exit**.

—or—

▶ Click the small "x" in the upper-right corner of your screen.

## Opening a picture of your own

- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **My Picture**.
- 3 Follow the instructions in the task pane.

### Troubleshooting

- [▶ What if I don't see any pictures?](#)
- [▶ What if I can't find my picture?](#)

### Tips

- [▶ Looking for a specific file format](#)
- [▶ Opening more than one picture at a time](#)

### What do you want to do next?

- [▶ Fix imperfections](#)
- [▶ Adding text](#)

## What if I can't find my picture?

### What is the problem?

- ▶ I can't find my picture in the My Pictures Catalog
- ▶ I can't find a picture in a different Catalog
- ▶ My picture isn't in a Catalog
- ▶ What is a Catalog?

## **I can't find my picture in the My Pictures Catalog**

- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **My Picture**.
- 3 At the bottom of the task pane, click **Search for your picture**.
- 4 In step 1, click or type one of the descriptive words you previously added to your picture.
- 5 If you want, limit the search by including date information.
- 6 Click **Find**.
- 7 If the picture you want is in the preview pane, double-click it to open it. Otherwise, follow the instructions in the task pane.

## **I can't find a picture in a different Catalog**

- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **My Picture**.
- 3 In step 1, click the down arrow on the right of the **Click a folder** box, and then click the name of the Catalog you want to look in.  
**Tip:** All Catalogs have a suitcase icon in front of the name.
- 4 At the bottom of the task pane, click **Search for your picture**.
- 5 In step 1, click or type one of the descriptive words associated with the picture.
- 6 If you want, limit the search by including date information.
- 7 Click **Find**.
- 8 If the picture you want is in the preview pane, double-click it to open it. Otherwise, follow the instructions in the task pane.

## **My picture isn't in a Catalog**

- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **My Picture**.
- 3 In step 1, click the arrow to the right of the **Click a folder** box, and then click the disk drive you want to look in.  
**Note:** If you know the picture is on your computer but you don't know where, click **Hard Disk (c:\)**.
- 4 Click the name of the folder you want to look in.
- 5 At the bottom of the task pane, click **Search for your picture**.
- 6 Type the name of the file you are looking for, and then click **Find**.
- 7 If the picture you want is in the preview pane, double-click it to open it. Otherwise, follow the instructions in the task pane.  
**Note:** If you have more than one drive, repeat this procedure, clicking the name of another drive in step 3.

## **I don't see any pictures**

Here are some things to try if you don't see any pictures in the preview pane:

- ▶ To look in a different disk drive or folder, click the drive letter and folder name you want from the list in step 1 of the **My Picture** task pane.
- ▶ To start fresh and look in the default disk drive and folder location, click **Cancel** and then follow the procedure for opening a picture.

## **Looking for a specific file format**

To look for files with a specific file format extension (for example, .BMP), click the file format you want from the **Display this type of picture** list in step 1 on the **My Picture** task pane.



## **Opening more than one picture at a time**

To open multiple pictures at once, hold down CTRL and click each picture you want. Then click **Open**, or drag them onto the Filmstrip.

## Downloading a picture from a digital camera

- 1 Plug in and turn on your digital camera.
- 2 Click the **Workbench** tab.
- 3 Click **Get Picture**, and then click **Digital Camera**.
- 4 Follow the instructions in the task pane.

### Troubleshooting

▶ Digital camera problems

#### What do you want to do next?

▶ Change the picture's size or position

▶ Fix imperfections

▶ Add or change text

## Digital camera problems

### What is the problem?

- Nothing happened when I downloaded
- I got a message that there was no camera installed

## **No Camera Installed error message**

Just plugging in your digital camera isn't enough. Be sure to follow the camera manufacturer's directions, and install all the software that was included with your camera.

## **Nothing happened when I downloaded**

Make sure your camera:

- Is plugged in securely to your computer.
- Is turned on.
- Contains fresh batteries.

## Opening a picture from the Picture It! CD-ROM

- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **PictureArt Cutouts & Backgrounds**.
- 3 Follow the instructions in the task pane.

### Troubleshooting

- ▶ What if I can't find any PictureArt that fits my project?
- ▶ What if I can't see any PictureArt?

### What do you want to do next?

- ▶ Change the color of the PictureArt
- ▶ Add or change text

## **What if I can't find any PictureArt that fits my project?**

If you're having trouble finding PictureArt that you want for your project, you can:

- ▶ Change the color or add a special effect to a PictureArt image that is close to what you want.
- ▶ Use the Picture It! search feature to look for pictures.
- ▶ Search the World Wide Web for sources of stock photographs or photo CD-ROMs.
- ▶ Buy a collection of images on CD-ROM.

## **What do you want to do next?**

- ▶ Go to the Microsoft Picture It! Home Page
- ▶ Change the color of the picture
- ▶ I can't find a picture in a different Catalog

**What if I can't see any PictureArt?**

Make sure the Picture It! CD-ROM is in the CD-ROM drive.



## **What's PictureArt?**


The Picture It! CD-ROM contains hundreds of pictures to help you get started quickly. Some of them have already been cut out for you, and others were designed to be used as backgrounds for your projects. Use them alone, or combine them with your own pictures to make collages, greeting cards, invitations, calendars, and more.

▶ Copyrights for online photographs or digital art


## Scanning a picture


- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **Scan Picture**.
- 3 Follow the instructions in the task pane.

## Troubleshooting


 Scanning problems


## Tips

 Tips for better scanning

 What you should know about copyrights

## What do you want to do next?

 Change the picture size or position

 Fix imperfections

## Tips for better scanning

- ▶ Clean the scanner glass with household window cleaner. Make sure it is dry before you place your picture on the glass.
- ▶ Dust your picture before placing it in the scanner. This could save some touchup later on.
- ▶ If your picture is very light or very dark, try clearing the **Correct Brightness and Contrast** check box in the task pane. This feature works best when there is a broad range of contrast in the picture.
- ▶ If you are scanning a physical object, **Custom Scan** will give you the best results. Do not attempt to scan an object that is more than two inches high, as it will be difficult for the scanner to focus correctly on anything taller.

## Scanning problems

### What is the problem?

- Nothing happened when I scanned
- The scan took a very long time
- It scanned too much or too little of my picture
- The scanned image is really washed out
- The scanned image doesn't look the way it should
- I got a message there was no scanner installed
- I got a different error message
- My computer froze or crashed

## **Nothing happened when I scanned**

Try scanning with another software program, such as *Microsoft Publisher*. If you can scan with a different program, try reinstalling *Picture It!* If you still can't scan, try reinstalling your scanner software.

## **The scan took a very long time**

If you are using a three-pass flatbed scanner to scan a color picture, use **Custom Scan** instead of **Smart Task Scan**. If you're not sure if your scanner is a three-pass model, listen and see if the scanning bar makes three complete passes over your picture.

Any scanner can take a long time to scan a complex picture with many objects.

## **The scanned image doesn't look the way it should**

Check README.hlp and see if there is any specific information for your scanner.

You can also call your scanner manufacturer (or visit their World Wide Web page) and check for an updated version of their scanning software.

## **It scanned too much or too little of my picture**

If you are using a flatbed scanner, and the color of your scanner lid and your picture edges are the same, Picture It! was not able to correctly identify the edges of your picture.

Put your picture on the scanner bed, and cover the entire scanner bed (not just your picture) with fabric or paper of a different color.

If you are still having problems, check README.hlp and see if there is any specific information for your scanner.



## **The scanned image is really washed out**

If you scanned your picture using the **Correct Brightness and Contrast** feature, try turning it off and scan again.

## **No scanner installed error message**

Just plugging in your scanner isn't enough. Be sure to follow the scanner manufacturer's directions, and install all the software that accompanied your scanner.

## **I got a different error message**

The scanning software probably doesn't support the TWAIN calls needed by Picture It! Call your scanner manufacturer (or visit their World Wide Web page), and check for an updated version of their scanning software.

## **My computer froze or crashed**

If you are using **Smart Task Scan**, try using **Custom Scan** instead. Since some scanners do not support the TWAIN calls *Picture It!* needs for **Smart Task Scan**, you still may be able to successfully scan with **Custom Scan**.

If you're still experiencing problems, call your scanner manufacturer (or visit their Web page), and check for an updated version of their scanning software.

## Removing dust or spots

1 On the Stack, click the object you want to fix.

▶ Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Touchup**, and then click **Remove Dust & Spot**.

4 Follow the instructions in the task pane.

## Troubleshooting

▶ What if I change my mind?

## Tips

▶ Is it dust or a scratch?

## Zooming in or out

- 1 In the lower-right corner of the main window, find the Zoom And Scroll tool.
- 2 Click the Zoom In indicator ("A" below) for a closer look, or click the Zoom Out indicator ("B") to see more of the picture.



After zooming, you'll notice that a box appears inside the Zoom And Scroll tool.

This outlines the part of your picture that appears in the picture pane. To quickly view a different part of your picture in the picture pane, click the spot in the small picture where you want the center of the box to be. The display in the picture pane will move accordingly.

**Note:** Zooming in or out does not affect the size of your printed picture.

## **Is it dust or a scratch?**

If you don't know whether that mark on your picture is a scratch or a dust spot, don't worry. You can experiment and see which tool produces the best results.

Take your best guess and try either **Remove Scratch** or **Remove Dust & Spot**. Click **Cancel** at the bottom of the task pane when you're ready to try the other tool.

## Removing a scratch

1 On the Stack, click the object you want to repair.

▶ Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Touchup**, and then click **Remove Scratch**.

4 Zoom in for a closer look at the scratch.

▶ How?

5 Follow the instructions in the task pane.

## Troubleshooting

▶ What if I change my mind?

## Tips

▶ Is it dust or a scratch?




## Using the Tint tool

You can use the Tint tool to increase or decrease the amount of a selected color in your picture.

- 1 On the ring, click the color you want to add or remove.
- 2 To increase the level of the color you selected, drag the slider to the right.  
—or—  
To decrease the level of the color you selected, drag the slider to the left.

## Troubleshooting

 What if I change my mind?

## Changing brightness or contrast in part of a picture



[Play movie: Improving contrast](#)

1 On the Stack, click the object you want to change.

▶ [I haven't yet cut out the object I want to change](#)

▶ [Where's the Stack?](#)

2 Click the **Workbench** tab.

3 Click **Paint & Color Effects**, and then click **Brightness & Contrast**.

4 You can either

▶ [Use the \*\*Smart Task Fix\*\* to adjust brightness or contrast automatically.](#)

—or—

▶ [Make adjustments yourself with the \*\*Brightness & Contrast\*\* tool.](#)

### Troubleshooting

▶ [What if I change my mind?](#)

## Changing brightness or contrast in the whole picture



[Play movie: Improving contrast](#)

- 1 Click the **Workbench** tab.
- 2 Click **Paint & Color Effects**, and then click **Brightness & Contrast**.
- 3 If there are two tabs, click the **Whole Picture** tab.
- 4 You can either

Use the **Smart Task Fix** to adjust brightness or contrast automatically.

—or—

Make adjustments yourself with the **Brightness & Contrast** tool.

### **Troubleshooting**

What if I change my mind?

## Using the Smart Task Fix to adjust brightness or contrast automatically

At the top of the **Brightness & Contrast** task pane, click **Smart Task Fix**.

Picture It! will automatically adjust the brightness and contrast.

[▶ What if I don't like the results?](#)

[▶ How do I get to the \*\*Brightness & Contrast\*\* task pane?](#)

## Using the Brightness & Contrast tool

To make adjustments with the Brightness & Contrast tool, move the yellow and blue balls, either by dragging or by clicking the spot on the circle where you want the ball to be.

To adjust	Move
Brightness	The small blue ball toward or away from the center of the circle.
Contrast	The small blue ball around the inner circle.
Richness (color intensity)	The large yellow ball around the outer circle.


You can fine-tune the brightness ("A" below), contrast ("B"), and richness ("C") by clicking the arrows to the right of each box or by typing a number.



## **Make someone a star**

Here's a cropping idea that's guaranteed to make any kid's day:

- 1 Get a picture of him, go to the **Crop** task, and use the star shape.
- 2 Print the star with his smiling face in the middle.

 Where's the **Crop** task?

## Where's the Stack?

 [Play movie: Stacking Picture It! objects](#)

The Stack runs along the right side of the screen. It displays all of the objects in a collage.

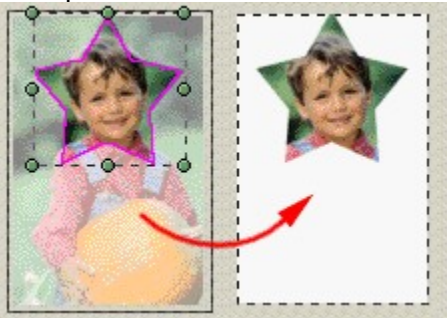


## Cropping the whole picture

If you want to crop a collage, make sure your project is finished first. Once it's cropped, you won't be able to modify the individual objects.

- 1 Click the **Workbench** tab.
- 2 Click **Size & Position**, and then click **Crop**.
- 3 If there are two tabs, click the **Whole Picture** tab.
- 4 Follow the instructions in the task pane.

**Note:** The area inside the pink outline will remain in the picture; everything else will be cut out of the picture.



### Troubleshooting

- ▶ What if I change my mind?
- ▶ Getting the print size you want

### Tips

- ▶ Make someone a star



## Cropping part of a picture

1 On the Stack, click the object you want to crop.

▶ I haven't yet cut out the object I want to change

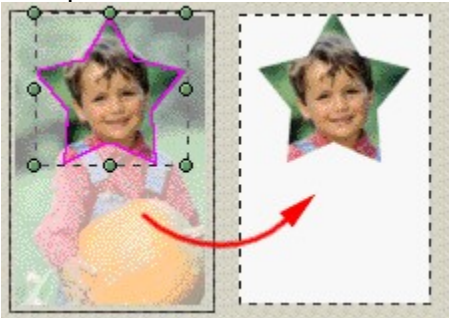
▶ Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Size & Position**, and then click **Crop**.

4 Follow the instructions in the task pane.

**Note:** The area inside the pink outline will remain in the picture; everything else will be cut out of the picture.



## Troubleshooting

▶ What if I change my mind?

▶ Getting the print size you want

## Tips

▶ Make someone a star

## Correcting the tint in the whole picture

▶ [Play movie: Correcting color tint](#)

- 1 Click the **Workbench** tab.
- 2 Click **Paint & Color Effects**, and then click **Correct Tint**.
- 3 If there are two tabs, click the **Whole Picture** tab.
- 4 You can either

▶ [Use the Smart Task Fix to automatically fix the tint.](#)

—or—

▶ [Make adjustments yourself with the Tint tool.](#)

### Troubleshooting

▶ [What if I change my mind?](#)

## Correcting the tint in part of a picture

▶ [Play movie: Correcting color tint](#)

1 On the Stack, click the object you want to change.

▶ [I haven't yet cut out the object](#)

▶ [Where's the Stack?](#)

2 Click the **Workbench** tab.

3 Click **Paint & Color Effects**, and then click **Correct Tint**.

4 You can either

▶ [Use the \*\*Smart Task Fix\*\* to automatically fix the tint.](#)

—or—

▶ [Make adjustments yourself with the Tint tool.](#)

### Troubleshooting

▶ [What if I change my mind?](#)

## Using the Smart Task Fix to automatically fix the tint

▶ [Play movie: Correcting color tint](#)

With the **Correct Tint** task pane open, click something in your picture that should be white.

Picture It! will automatically fix the tint.

▶ [What if I don't like the results?](#)

▶ [How do I get to the \*\*Correct Tint\*\* task pane?](#)

## Repairing red eye

1 On the Stack, click the photo you want to touch up.

▶ Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Touchup**, and then click **Fix Red Eye**.

4 Follow the instructions in the task pane.

## Troubleshooting

▶ What if I change my mind?

## Undoing red eye repair

 Click **Cancel** or **Reset**.

## Removing something you don't want from your picture

If what you want to remove resembles a scratch or dust, and it is on a solid colored background, you may want to try the **Remove Dust & Spot** or **Remove Scratch** tasks first. Otherwise, follow these steps to copy a small section of the background and place it over the thing you want to remove.

1 On the Stack, click the object that contains the thing you want to remove.

▶ Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Pictures & Cutouts**, and then click **Cut Out of Picture**.

4 Click **By tracing an area on my own**, and follow the instructions in the task pane to cut out a small section of the background that matches the area you want to cover up in your picture.

5 Click **Put your cutout in its own picture** to remove the check mark, and then click **Done**.

6 Move the new cutout of the background until it covers the part you want removed.

▶ How?

### Tips

▶ Removing dust or spots

▶ Removing a scratch

▶ Keyboard shortcuts: Nudging objects

## Adding a Cool Edge

A Cool Edge cannot be added to text.

1 On the Stack, click the object you want to add a Cool Edge to.

▶ I haven't yet cut out the object I want to change.

▶ Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Edge Effects**, and then click **Cool Edges**.

4 Follow the instructions in the task pane.

## Troubleshooting

▶ What if I want to remove the Cool Edge?




## Working with Cool Edges

What do you want to do?

- Add a Cool Edge
- Change its color
- Move or resize a picture within a Cool Edge

## Changing the color of a Cool Edge

1 On the Stack, click the object with the Cool Edge.

 Where's the Stack?


2 Click the **Workbench** tab.

3 Click **Edge Effects**, and then click **Cool Edges**.

4 Click the category and edge you previously added, and then follow the instructions in the task pane.

## Moving or resizing the picture within a Cool Edge

1 On the Stack, click the object with the Cool Edge.

 Where's the Stack?


2 Click the **Workbench** tab.

3 Click **Edge Effects**, and then click **Cool Edges**.

4 Click the category, edge, color, and edge size you previously added, and then follow the instructions in the task pane.

## Stretching a Cool Edge to fit the picture

1 On the Stack, click the object with the Cool Edge.

 Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Edge Effects**, and then click **Cool Edges**.

4 Click the category and edge you previously added.


5 Click **Stretch edge to fit picture** at the bottom of step 2 in the **Cool Edges** task pane, and then follow the instructions in the task pane.

## **Adding a frame**


- 1 Click the **Projects** tab.
- 2 Click **Frames**, and then click **Simple Frame** or **Designer Frame**.
- 3 Follow the instructions in the task pane.

**Note:** If you also want a *Cool Edge* on your picture, you must add it before adding the frame.

## **Troubleshooting**

 What if I want to remove the frame?

## **What do you want to do now?**

 Change the look of the frame

## Changing the look of a frame

1 On the Stack, click the frame you want to change.

▶ Where's the Stack?

2 Click the **Workbench** tab, and then experiment with the options in **Size & Position**, **Special Effects**, **Paint & Color Effects**, and **Edge Effects** to get the look you want.

## Troubleshooting


▶ What if I want to remove the frame?

## **Adding a mat**


- 1 Click the **Projects** tab.
- 2 Click **Mats**, and then click **Simple Mat** or **Designer Mat**.
- 3 Follow the instructions in the task pane.

**Note:** If you also want a *Cool Edge* on your picture, you must add it before adding a mat.

## **Troubleshooting**


 What if I want to remove the mat?

## **What do you want to do now?**

 Change the look of the mat


## Changing the look of a mat

1 On the Stack, click the mat you want to change.

 Where's the Stack?

2 Click the **Workbench** tab, and then experiment with the options in **Size & Position**, **Special Effects**, **Paint & Color Effects**, and **Edge Effects** to get the look you want.

## Troubleshooting

 What if I want to remove the mat?




## **Adding a new background to a picture**

- 1 If the picture you want to use as a background is already on the Filmstrip, drag it onto the picture pane.
- 2 On the Stack, drag the picture you added to the bottom.

—or—

- 1 Click the **Workbench** tab.
- 2 Click **Pictures & Cutouts**, and then click **Add Picture or Cutout**.
- 3 Click **PictureArt background or cutout**.
- 4 Follow the directions in the task pane to choose the new background you want.
- 5 On the Stack, drag the picture you added to the bottom.

### **What do you want to do now?**

 How do I move, rotate, or resize an object?

## Picture It! Help

### What do you want to do?

- ▶ Open, scan, or download a picture
- ▶ Fix imperfections
- ▶ Combine pictures
- ▶ Add or change text
- ▶ Change something's size or position
- ▶ Work with color
- ▶ Add special effects
- ▶ Add a mat, frame, edge, or background
- ▶ Print, e-mail, or make a slide show
- ▶ Save and organize my pictures and projects

## Opening, scanning, or downloading a picture

### What do you want to do?

- Open a picture
- Scan a picture
- Get a picture from the Picture It! CD-ROM
- Download a picture from a digital camera
- Download a picture from PhotoNet

## Fixing imperfections

What do you want to do to your picture?

- Repair red eye
- Remove dust or spots
- Remove a scratch
- Correct the tint or color
- Change the brightness or contrast
- Blur or sharpen focus
- Remove unwanted parts of the picture

## Correcting the tint or color

What do you want to do?

- My picture has a funny tint to it, and I want to fix it
- I want to recolor an object in my picture

## Cropping or removing an object from a picture

What do you want to do?

- Remove something I don't want from my picture
- Crop the edges of a picture

## Changing something's size or position

What do you want to do?

- Resize it
- Move it
- Rotate it
- Flip it
- Stretch it
- Crop it to a different shape

## Moving an object

Where do you want to move it?

- To a different position in the current picture
- In front of or behind another object
- To another picture



## Moving an object to another picture

What do you want to move?

- The whole picture (everything that's in the Stack)
- Part of the picture (a single object in the Stack)

## Flipping something

What do you want to flip?

The whole picture

Part of it

## Rotating something

What do you want rotate?

The whole picture

Part of it

## Working with color

### What do you want to do?

- Recolor something in my picture
- Fill an object with a gradient color
- Fill an object with a solid color
- Paint on my picture
- Add a colored shape
- Change the color of text
- Correct the tint
- Change the brightness or contrast

## **Adding special effects**

### **What do you want to do?**

- ▶ Add a shadow
- ▶ Blur or sharpen the focus
- ▶ Warp or distort an object
- ▶ Hand-paint something
- ▶ Make an object transparent
- ▶ Soften or add effects to the edges
- ▶ Fill an object with a color, gradient, or photo
- ▶ Add an illusion
- ▶ [What are illusions?](#)

## Adding effects to edges

What do you want to do?

- ▶ Soften the edges
- ▶ Highlight or add a pattern to the edges of an object
- ▶ Add other kinds of cool edges

## Adding an illusion

What do you want to add an illusion to?

The whole picture

Part of it

## **Adding or changing text**

**What do you want to do?**

- Add text
- Change the wording, font, alignment, or formatting of text
- Change its color
- Add special effects
- Move, resize, flip, or rotate text
- Remove text



## Adding text

What do you want to add?

Regular text

Painted text

## **Adding special effects to text**

▶ [Play movie: Special text effects](#)

**What do you want to do to the text?**

▶ [Add a shadow](#)

▶ [Bend it](#)

▶ [Highlight its edges](#)

▶ [Add some Jazzy Effects](#)

▶ [Fill text with a color, gradient, or picture](#)

▶ [See more special effects](#)

## Moving, resizing, flipping, or rotating text

What do you want to do to the text?

- Move it
- Resize it
- Stretch it
- Flip it
- Rotate it

## Adding a mat, frame, edge, or background

What do you want to add?

- A frame
- A mat
- An edge
- A new background

## Printing, e-mailing, or making a slide show

What do you want to do?

- [Print my picture](#)
- [Print picture thumbnails](#)
- [What are picture thumbnails?](#)
- [Send my picture through e-mail](#)
- [Make an online slide show](#)
- [What's an online slide show?](#)

## Printing a picture

What do you want to do?

- Print a picture on my own printer
- Print more than one picture on a page

## **Saving and organizing my pictures and projects**

### **What do you want to do?**

- Save a picture
- Close a picture
- Save a picture as wallpaper
- Organize my pictures in a Picture It! Catalog
- [What's a Catalog?](#)
- Store pictures at PhotoNet

## Saving pictures

What do you want to do?

- Save a picture
- Save it with a different name
- Save it in a different location
- Save it so I can use it in a different program



## Combining pictures

Although it's easiest to use one of the Picture It! wizards to combine pictures into collages or other combinations, you may want to take advantage of the speed and flexibility you get by doing it on your own.

### What do you want to do?

- Use a wizard to combine pictures into projects
- Combine pictures on my own

## Combining pictures on your own

First open the pictures you want to combine. If you want to use only parts of a picture, cut out the parts you want. Then combine pictures, cutouts, and text, and arrange them the way you want them.

### What do you want to do?

- Open a picture
- Cut out part of a picture
- Move a picture or object to another picture
- Add text
- See some tips for making your pictures work together

## Opening a picture

What do you want to open?

- One of my own pictures
- A picture from the Picture It! CD-ROM

## Using a wizard to create projects

What do you want to create?

- A collage
- A card
- A calendar
- Other fun stuff

## Using a wizard to make a collage

What do you want to do?

- Make a collage using a template
- Design my own collage
- Which should I choose?

## Changing the color of your picture

What do you want to do?

- Recolor the whole picture for a great special effect
- Change the color of an object in the picture
- Add color to a black and white picture

## Correcting the tint

What do you want to correct?

The whole picture

Part of it

## Changing the brightness or contrast

What do you want to change?

The whole picture

Part of it



## Cropping a picture

What do you want to crop?

The whole picture

Part of it

## Adding edges

What kind of edge do you want to add?

- A Cool Edge
- A highlighted edge
- A soft edge

## Resizing objects

What do you want to do?

- Resize it
- Stretch it
- Crop it to a different shape

## Moving, flipping, or rotating something

What do you want to do?

- Move it
- Rotate it
- Flip it

## E-mailing pictures

What do you want to do?

- Send my picture through e-mail
- Make an online slide show
- What's an online slide show?
- Send an e-mail postcard

## Should I use PictureArt, one of my own pictures, or text?

Click	If you want to add
A PictureArt cutout or background	A picture from the collection on the Picture It! CD-ROM
A picture or cutout of your own	A picture you already have stored on your computer, want to scan in, or are ready to download from your digital camera
Text	Your own words

## Should I save as a slide show only, or also as HTML?

Click	If you want to
A slide show only	See the slide show on your computer, or send it in an e-mail message. Your show will be saved in the Slide Shows folder.
Both a slide show and in HTML format	Post your slide show to a Web site on the Internet. Your show will be saved in the Slide Shows folder, and in its own folder as an HTML document.

## What's a slide show?

A slide show is a group of pictures in a viewer that friends and family members can view at their own pace. The three things you can do with a slide show are:

- View it. Once you've created and saved a slide show, you can view it any time you like.
- Send it over e-mail. Recipients can view the show whether or not they have Picture It! installed on their computer, but they must be using either the Windows 95 or Windows NT 4.0 (or higher) operating system.
- Post it on the Internet. It can be viewed by anyone with a Web browser.

## **What is a gradient?**

A gradient is a gradual blend of shades, from one color to another, or within a single color.

You can choose one of the preset color patterns, or create your own by selecting the start and end colors of the gradient. You can also decide if you want the gradient to draw from left to right, top to bottom, diagonally, or radiate outward. Experiment with the different options until you get the effect you want.

## Using the Color tool

▶ [Play movie: Changing color](#)

To make adjustments with the Color tool, move the yellow and blue balls, either by dragging or by clicking the spot on the circle where you want the ball to be.

To adjust	Move
Hue	The yellow ball around the outside circle.
Saturation	The small blue ball around the inner circle.
Brightness	The small blue ball into or away from the center of the circle.

You can fine-tune the hue ("A" below), color saturation ("B"), and brightness ("C") by clicking the arrows to the right of each box or by typing a number.



**Note:** The Color tool does not work on black, white, or gray. To use the Color tool on these colors, you need to add color first by using the Tint tool.

▶ [How?](#)



## **How do I paint by dragging in the picture pane?**

Just as an artist uses a real brush, you use the mouse to paint any combination of strokes to get the effect you want.

Click on the spot where you want the paint stroke to start, and drag to where you want it to end.

## **What does adjusting paint transparency do?**

Paint transparency corresponds to how much of the background is visible underneath the paint you apply in your picture. The greater the transparency, the more "see through" the color appears.

To make your paint look more transparent, drag the slider to the right. To make it look less transparent, drag the slider to the left.

## **What does choosing a paper texture do?**

Paper textures affect how the paint will look when it is applied to your picture. Experiment with different options and see what you like best!

## How do I move or resize the cookie cutter shape?

▶ [Play movie: Moving and resizing](#)

The area inside of the cookie cutter shape defines the area you want to cut out of the picture. To change which part of the picture you keep, move or resize the shape.

To	You
Move the cookie cutter shape	Click inside the selection box ("A" below) and drag it to a new position.
Resize the height and width proportionately	Drag any corner handle ("C" below) inward to reduce the size, or outward to enlarge it.
Stretch either the height or width	Drag any side handle ("D" below) inward to reduce the height or width, or outward to enlarge it.



### Tips

To more precisely position the cookie cutter shape, try:

▶ [Keyboard shortcuts: Changing and nudging items](#)

## How do I trace on my own?

Tracing is useful for pictures where there is little contrast between the background and the object you want to cut out, or if you want to cut out a simple shape that isn't available as a cookie cutter.

To trace an intricate or curved shape, click where you want to start and drag along the edges of the object you want. Don't worry about returning to the exact spot where you started; Picture It! will connect the starting and ending points for you.

To cut out a simple polygon, click the starting point, each point where you want the line direction to change, and the ending point. Picture It! will connect the points for you.

If you aren't totally satisfied with the results, follow the instructions in the task pane to adjust the edge.

Or try using the Edge Finder. Just cancel out of the task pane and start over again, this time clicking **With the Edge Finder** on the first task pane.

### Tips

 [How do I use the Edge Finder?](#)

## How do I use the Edge Finder?

▶ [Play movie: Making a cutout](#)

The Edge Finder is a great way to quickly and easily cut out part of a picture, especially when there is a high degree of contrast between the object you want to cut out and its background.

All you need to do is click along the key points that define the area you want to cut out, and the Edge Finder will automatically connect those points for you. Click the beginning point, any point where the line changes direction, and the ending point.

If you aren't totally satisfied with the results, follow the instructions in the task pane to adjust the edge.

Or try tracing an area on your own. Just cancel out of the task pane and start over again, this time clicking **By tracing an area on my own** on the first task pane.

### Tips

▶ [How do I trace on my own?](#)

## Should I use PictureArt or one of my own pictures?

Click	If you want to add
A PictureArt cutout or background	A picture from the collection on the Picture It! CD-ROM
A picture or cutout of your own	A picture you already have stored on your computer, want to scan in, or are ready to download from your digital camera

## Should I use the Edge Finder, trace on my own, or use a cookie cutter shape?

 [Play movie: Making a cutout](#)

Click	If you want
With the Edge Finder	To cut out an object having a high degree of contrast with its background
By tracing an area on my own	To cut out a simple polygon shape, or an object having little contrast with its background
With a cookie cutter shape	To cut out your picture in one of the shapes provided with Picture It!

## What's the Retriever?

When you click a picture on the Filmstrip, the Retriever appears. The Retriever previews what that picture would look like if you switched to it, and includes a "mini-Stack" showing all the objects in the picture.

To add a single object from the picture in the Retriever, drag the object from the Stack in the Retriever ("A" below) to the picture pane.

To replace, or "switch" the picture in the picture pane with the picture in the Retriever, click **Switch to** ("B" below).

To add the whole picture in the Retriever to the picture in the picture pane, click the button in the lower-right corner of the Retriever ("D" below).





## **Should I save my project as a finished or active collage?**

A finished collage is smaller than an active collage. It is the electronic equivalent of permanently "gluing down" all the objects in your collage, and you will not be able to do things such as change the text later on.

Smaller files:

- Require less storage space on your hard drive.
- Print out faster.
- Can be transmitted faster in an e-mail message.

## **What are picture thumbnails?**

Picture thumbnails are small previews of your pictures. When you print many picture thumbnails on a single page, you create what is called a "contact sheet" in the world of photography. You can select as many pictures as you want from a folder on your computer, or select all your pictures on the Filmstrip to print the thumbnails. You can use the picture thumbnails to:

- ▶ Decide which picture to use in a project.
- ▶ Organize your pictures.
- ▶ Select pictures for enlargement.

## How do I drag an object on the Stack?

 [Play movie: Stacking Picture It! objects](#)

The higher up an object is in the Stack, the closer to the front it appears in the picture pane.

To move something forward, click it and drag it upwards in the Stack. To move it backward, click and drag it downward.

## **How do I drag in the picture to distort?**

You can distort your picture in two ways. Experiment and see which technique you prefer for each effect. You can either:

Click the point where you want the distortion to start, and then paint the effect by dragging along any path you choose.

–or–

Click continuously in one spot to exaggerate the distortion effect in that spot.

## **What are illusions?**

Illusions are preset color, pattern, and texture effects that can be applied to your entire picture or to part of a picture. Experiment with different illusions and see what you like best!

## How do I adjust a shadow?

▶ [Play movie: Moving and resizing](#)

As soon as you click the shadow effect you want, a selection box ("A" below) appears around the shadow in the picture pane. Then you can move or resize it, just as you would any other object in Picture It!

To	You
Move the shadow	Click inside the selection box and drag it to a new position.
Resize its height and width proportionately	Drag any corner handle ("C" below) inward to reduce its size, or outward to enlarge it. <b>Note:</b> "Skewed" shadows can only be stretched horizontally, not resized.
Stretch either its height or width	Drag any side handle ("D" below) inward to reduce the height or width, or outward to enlarge it.



### Tips

To more precisely position the shadow, try:

▶ [Keyboard shortcuts: Changing and nudging items](#)

## How do I move or resize the fill picture?

 [Play movie: Moving and resizing](#)

After you open the picture you want, it appears beneath the object you are filling it with. Although you won't be able to see the whole picture, the selection box ("A" below) shows you its location and size. You can then move or resize the picture to change which part of it fills in the object.

To	You
Move the fill picture	Click inside the selection box ("A" below) and drag it to a new position.
Resize its height and width proportionately	Drag any corner handle ("C" below) inward to reduce its size, or outward to enlarge it.
Stretch either its height or width	Drag any side handle ("D" below) inward to reduce the height or width, or outward to enlarge it.



### Tips

To more precisely position the picture, try:

 [Keyboard shortcuts: Changing and nudging items](#)

## Should I use a solid color, a gradient, or picture fill?


<b>Click</b>	<b>If you want to fill the object with</b>
<b>Solid color</b>	A single color
<b>Color gradient</b>	A range of colors in a chosen pattern
<b>Picture</b>	A picture or cutout of your own, or with PictureArt

## How do I trace the eyes?

If you haven't already, zoom in on the eyes. Then click where you want to start tracing, and drag along the inside edges of the eye. Don't worry about returning to the exact spot you started; Picture It! will connect the starting and ending points for you.

If you aren't totally satisfied with the results, follow the instructions in the task pane to adjust the edge.

### Tips

 [How do I zoom in to see more detail?](#)



## How do I zoom in to see more detail?

Find the Zoom And Scroll tool in the lower-right corner of your screen. Click the Zoom In indicator ("A" below) as many times as necessary to get a good look at the object you want.



If you've zoomed to a part of the picture that doesn't include the object, use the Scroll tool ("C" below) to go right where you want. Click the area you want to see, and the Scroll tool takes you there.



## **What if the eye discoloration isn't red?**

The term "red eye" refers to any discoloration in the picture caused by the flash reflecting off of the eye. In humans, this discoloration is usually red. In animals, it's often green.

Whatever the discoloration is, follow the same directions in the task pane.

## Should I use the Edge Finder or trace on my own?

 [Play movie: Making a cutout](#)

Click	If you want
With the Edge Finder	To add or remove an area having a high degree of contrast with its background
By tracing an area on my own	To add or remove a simple polygon shape, or an area having little contrast with its background

## Should I use Smart Task Scan or Your scanner software?

Click **Smart Task Scan** if you are using a flatbed scanner, and if:

- You want Picture It! to automatically locate the edges of your picture.
- You want Picture It! to select the best resolution.
- Your picture is in good condition.

Click **Your scanner software** if:

- You want to control the settings for resolution, picture region, brightness, contrast, and color adjustment.
- Your picture is in poor condition and will require fine-tuning.

## How do I scan with a flatbed scanner?

- 1 Lift the scanner lid.
- 2 Place the picture face down on the scanner glass.
- 3 Close the scanner lid.

**Note:** Your picture doesn't need to be even with the edge of the scanner. If you are using **Smart Task Scan**, Picture It! will automatically straighten the picture. You can also rotate the picture in Picture It! after the scan is complete.

## **How do I scan with a sheet-fed or hand-held scanner?**

Follow the detailed instructions provided by your scanner manufacturer.

## How to describe your scanner to Picture It!

Click	If your scanner
Flatbed scanner	Has a flat glass surface on which to lay the picture during scanning.
Other	Is a sheet-fed, hand-held, or film scanner. If you're unsure, click this option.

## Do you want Picture It! to adjust the level, size, and brightness/contrast after the scan is complete?

Click **Yes** if you want some help adjusting the straightness (level), crop size, or brightness and contrast of your picture as soon as the scan is complete.

Click **No** if you want to wait and make changes later in Picture It!

## What's a Catalog?

The Catalog is a special folder that contains two things: your pictures and the descriptions that you add to each picture. The descriptions can include a person's name, a date, an event, or anything else that will help you classify a picture.

Once your pictures have descriptions attached to them, you can find a specific picture by searching for words appearing in its description.

When you install Picture It!, two Catalogs are installed: My Pictures, which is where you save your pictures, and Picture It! Content, which contains PictureArt backgrounds, cutouts, and templates.

You can create new folders within the My Pictures Catalog, and use them to group pictures with a similar theme.

The Catalog capabilities in Picture It! are provided by Microsoft Media Manager. For more information about Media Manager, please see README.HLP. Or, look in Media Manager Help.

- 1 Click the Windows **Start** button.
- 2 Point to **Find**, and then click **Files or Folders in Media Manager**.
- 3 On the **Help** menu in the Find dialog box, click **Microsoft Media Manager Help Topics**.



## Should I use Smart Task Download or Custom Download?

Click	If you want to
<b>Smart Task Download</b>	Quickly and easily download your pictures.
<b>Custom Download</b>	Control the settings for deleting pictures, downloading pictures, and changing camera settings.

## How do I move, rotate, and resize an object?

▶ [Play movie: Moving and resizing](#)

Although you may not be able to see your whole picture, the selection box ("A" below) shows you its location and size. You can then move or resize it to change which part of it shows.

To	You
Move an object	Click inside the selection box ("A" below) and drag it to a new position.
Rotate an object	Drag the large green ball ("B" below) to the right or left.
Resize the height and width proportionately	Drag any corner handle ("C" below) inward to reduce the size, or outward to enlarge it.
Stretch either the height or width	Drag any side handle ("D" below) inward to reduce the height or width, or outward to enlarge it.



### Tips

To more precisely position an object, try:

▶ [Keyboard shortcuts: Changing and nudging items](#)

## Where's the Filmstrip?

The Filmstrip is located near the bottom of your screen, below the canvas and to the right of the task pane. All the pictures you opened during the current session are shown on the Filmstrip.



## Why is the card laid out this way?

All of the greeting card layout choices require one or two folds after printing to complete the card.

<b>If your card is a</b>	<b>Then</b>
Top-fold card	Fold your card once in half from top to bottom.
Side-fold card	Fold your card once in half from left to right.
Three-panel card	Fold your card in thirds from left to right.
Four-panel card	Fold your card in half from top to bottom, and then again from left to right.

## How do I use the Brightness & Contrast tool?

 [Play movie: Improving contrast](#)


<b>To adjust</b>	<b>Click or drag</b>
Brightness	The small blue ball toward or away from the center of the circle
Contrast	The small blue ball around the inner circle
Richness (color intensity)	The large yellow ball around the outer circle

## What if I have a black and white picture?

 [Play movie: Correcting color tint](#)

If you want to add color to a black and white photograph, use the Tint tool rather than the Color tool. You can add tint to the entire picture, or cut out portions of your picture and add a different color to each one.

### Related topics

 [Correcting the tint](#)

## What if there's no white in my picture?

Try zooming in to see if you can find a white spot in your picture.

On the Zoom tool located in the lower-right corner of your screen, click the Zoom In indicator ("A" below). Move the Scroll box ("C" below) until it is over a part of your picture that contains some light areas, and click a white spot in the picture.

If you still can't see any white spots, click on a gray area instead. If you don't like the **Smart Task Fix** result, click **Reset** and then use the Tint tool to adjust the colors in your picture yourself.



## How do I use the Tint tool?

 [Play movie: Correcting color tint](#)

The Tint tool increases or decreases the level of a selected color in your picture.

On the ring, click the color you want to add or remove. If you want to increase the amount of the color you selected, drag the slider to the right. If you want to decrease the amount of the color you selected, drag the slider to the left.

## **What's color management?**

Color management is a Windows feature that helps your printer match the colors that appear on your screen.

If you don't like the results, click in the **Use Color Management** box to uncheck it, and try printing again.

If the **Use Color Management** check box is grayed, don't worry about it. Some printers don't support the type of color management that Picture It! uses, and some don't support it at all.

## **Is it better to remove each dust spot, or dust the entire picture?**

In most cases, your finished picture will look best if you remove each dust spot individually. It's more accurate to click on the precise spot where the dust is located, and remove only that one imperfection.

If you have too many spots on your picture, you can dust the entire picture. The drawback to this method is that your picture may look blurry because some of the picture's detail has been removed.



## What if I don't like the scratch removal result?

To	Click
Undo only the last thing you did	<b>Undo last action</b>
Undo all the changes you've made in the task pane	<b>Cancel</b> or <b>Reset</b>

## What if I don't like the dust removal result?

To undo all the changes you've made in the task pane, click **Cancel** or **Reset**.

## How do I repair a scratch in my picture?

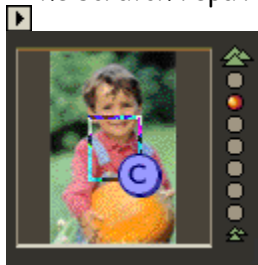
If you haven't already, zoom in on the area you want to repair.

On the Zoom tool located in the lower-right corner of your screen, click the Zoom In indicator ("A" below). Then move the Scroll box ("C" below) until it is over an area of your picture that contains the scratch.

To begin the repair, center the mouse pointer over one end of the scratch. Click points along the scratch, making sure that the repair box completely covers the scratch.

To start repairing a new scratch, click the green flag. When you have finished repairing all the scratches on your picture, click **Done**.

**Note:** If you're having trouble removing the entire scratch in one operation, click a larger ball. The scratch repair box should be only a little wider than the scratch itself.



## How do I change the position of the object?

▶ [Play movie: Moving and resizing](#)

▶ [Play movie: Stacking Picture It! objects](#)

To	You
Move an object	Click inside the selection box ("A" below) and drag it to a new position.
Resize the height and width proportionately	Drag any corner handle ("C" below) inward to reduce the size, or outward to enlarge it.
Resize an object and retain the same center point	Press CTRL, and drag any corner handle ("C" below) inward to reduce the size, or outward to enlarge it.
Stretch either the height or width	Drag any side handle ("D" below) inward to reduce the height or width, or outward to enlarge it.
Rotate an object	Drag the large green ball ("B" below) clockwise or counterclockwise.
Skew an object	Press ALT, and drag any top or bottom handle.
Move an object in front of another	On the Stack, drag the object up to the one you want to put it in front of.
Move an object behind another	On the Stack, drag the object down to the one you want to put it behind.



### Tips

To more precisely position an object, try:

▶ [Keyboard shortcuts: Changing and nudging items](#)

### Related topics

▶ [Where's the Stack?](#)

## Why can't I see all my folders?

Only folders in the My Pictures Catalog are shown here.

To organize pictures located somewhere else, you must first add them to the Catalog. To add pictures to the Catalog, click **Add Pictures** under step 2 in the first **Organize Pictures** task pane, and follow the instructions.

If you want to find a picture that hasn't yet been added to the Catalog, on the **Workbench** tab, click **Get Picture**, and then click **My Picture**. Click the arrow to the right of the **Click a folder** box, and then click the drive that you think contains your picture. At the bottom of the task pane, click **Search for your picture**, and follow the instructions.

## Which folder should I put my pictures in?

Unless you choose otherwise, when you add pictures to the Catalog, they will be stored in the *My Pictures Catalog*.

You may want to create other folders within *My Pictures* so that you can organize your pictures by date, subject, location, or some other category.

- ▶ To add your pictures to an existing folder, click the folder name in the list.

—or—


- ▶ To make a new folder, click **Create a new folder** and follow the instructions in the task pane.

## **Adding pictures to the Catalog**

The first step in adding pictures to the Catalog is to specify the current location of the pictures you want to add. If you don't see the folder containing your pictures in the list, you may have to search on another drive. Or perhaps Picture It! doesn't recognize the file format of the picture you are looking for.

To find a picture on another drive, click the arrow to the right of the **Click a folder** box, and then click the drive containing your picture.

To see a list of the file types Picture It! will open, click the arrow to the right of the **Display this picture type** box.

 What's a Catalog?

## **Which pictures do you want to add to the Catalog?**

On the preview pane to the right, click each picture you want to add to the Catalog. To add all the pictures in the preview pane, click **Select all pictures**.

If you change your mind, click **Put the last selection back** to remove pictures one by one in the order you added them.

## How should I add my pictures to the Catalog?

Click	If you want to
<b>Smart Task choice</b>	Copy pictures to the Catalog. If your picture is on a removable disk, Picture It! creates a shortcut to it instead.
<b>Move pictures</b>	Transfer a picture to the Catalog. <b>CAUTION:</b> The picture will be deleted from its original location.
<b>Copy pictures</b>	Add a copy of the picture to the Catalog. The picture itself remains in its original location.
<b>Create shortcuts</b>	Leave the picture in its original location, but store information about it in the Catalog.

## Adding descriptions and dates to pictures and folders

You can add or change descriptions and dates for a single picture, several pictures at once, or a folder.

Here are some tips:

- ▶ To add or change the description or date for more than one picture at the same time, hold down CTRL and click each picture you want. The description and date information you type will apply to all of the selected pictures. Any existing information will be replaced.
- ▶ If you change only the date, your description will remain unchanged. If you change only the description, the date will remain unchanged.
- ▶ If you misspell a word and have a dictionary (such as the one that comes with Microsoft Word) installed on your computer, Picture It! will try to correct it for you. If it cannot recognize the word you want, a red, wavy line will appear underneath it.
- ▶ If you date your pictures, you can search for all pictures taken within a specified time frame.



## **Describing and dating a folder**

The descriptions and dates you type in now will allow you to search through the Catalog later.

When you create a new folder, type a description that applies to all the pictures you plan to store there. This description will be used as the folder name.

If you want, you may also add a date. If all the pictures you plan to put in the folder weren't taken on the same day, you can record the month and year, or just the year.

## Help finding pictures

To locate a picture using its description, you can click words in the box at the top of the task pane. If you'd rather type than scroll through the list, under **Type in the descriptive words**, type a word you may have used to describe the picture.

To search using a date, under **Type in a date, or range of dates**, type a specific date, a range of dates, or a portion of a date (such as the year).

## **What are related pictures?**

Related pictures have descriptions that contain words that are similar to the search words you specified.

For example, if you typed "child" as part of your search, Picture It! will also look in the descriptions for words like "children," "son," and "daughter."

If you type a search word that doesn't match any pictures in the Catalog, Picture It! automatically looks for pictures with similar descriptive words.

## **I didn't find the pictures I wanted**

If you didn't find the picture you were looking for, try:

- ▶ Extending the date range you specified.
- ▶ Checking the spelling of the search words you typed.
- ▶ Using more general search words.

Your picture may not be in the My Pictures Catalog. Try looking for it in other folders.

- ▶ What if I can't find my picture?

## **I didn't find the pictures I wanted**

If you didn't find the picture you were looking for, try:

- ▶ Checking the spelling of the file name you typed.
- ▶ Using only a portion of the file name.
- ▶ Try looking for it in other folders.
- ▶ What if I can't find my picture?

## Hints on finding pictures

Type any portion of the file name. If you type "dog," for example, Picture It! will find "dog.mix," "Mary reciting doggerel.jpg," and "Jake and his dogs.gif."

Make sure you are looking in the disk drive where your pictures are located.

My picture isn't in a Catalog

## Should I move or copy my pictures?

Click	If you want to
Move pictures or folders	Transfer a picture or folder to another folder. <b>CAUTION:</b> The picture will be deleted from its original location.
Copy pictures or folders	Add a copy of your picture or folder to another folder, and leave it in the original location.

## What should I name the folder?

When you create a new folder, type a description that applies to all the pictures you plan to store there. This description, which is used as the folder name, must be unique.

## **Why should I add descriptions to my pictures?**

By adding descriptions to your pictures now, you'll be able to find them later, even after you've accumulated many different folders and pictures in a Catalog.



## **What does deleting my pictures do?**

When you delete pictures from your *My Pictures Catalog*, they are permanently removed and cannot be recovered in the future. If you choose to delete an entire folder, everything in it will be removed, including any subfolders that it contains.

If you might need the pictures or folders later on, copy them to a floppy or Zip disk before you delete them.

## **New command (File menu)**

Starts a new project.

## **Open command (File menu)**

Opens or finds a picture and displays it in the picture pane.

**Close command (File menu)**

Closes the picture displayed in the picture pane.

## **Close All command (File menu)**

Closes all open pictures.

**Save command (File menu)**

Saves the picture in the picture pane with its existing name, location, and file format.

**Save As command (File menu)**

Saves the picture in the picture pane with the file name, location, and format you specify.

**Save All command (File menu)**

Saves all open pictures (all pictures displayed on the Filmstrip).



## **Return to Last Save command (File menu)**

Undoes any changes you've made to a picture since last saving.

## **Scan Picture command (File menu)**

Scans a picture into Picture It!

## **Digital Camera command (File menu)**

Loads a digital camera picture into Picture It!

**Print command (File menu)**

Prints the picture displayed in the picture pane.

**Send command (File menu)**

Sends a picture or slide show through e-mail.

**File list (File menu)**

Lists the most recently opened files.

## **Exit command (File menu)**

Closes Picture It!

**Undo command (Edit menu)**

Reverses or deletes your last action.



## **Redo command (Edit menu)**

Reinstates your last action. This is only available after you have used the **Undo** command.

**Cut command (Edit menu)**

Removes selected pictures or words from their location on the picture pane.

## **Copy command (Edit menu)**

Copies selected pictures or words on the picture pane.

**Paste command (Edit menu)**

Places an item that you have cut or copied onto the picture pane.

## **Delete command (Edit menu)**

Deletes the selected object.

**Select All command (Edit menu)**

Selects an entire picture or collage.

## **Stack command (View menu)**

Displays or hides the Stack.

## **Object Handles command (View menu)**

Displays or hides the object handles and the rotate lever.



## **Microsoft Picture It! Help Topics command (Help menu)**

Displays the online Help contents screen.

## **Show Index command (Help menu)**

Displays the online Help index screen.

## **Introduction To Picture It! command (Help menu)**

Launches an introductory demonstration of Picture It! features.

## **About Microsoft Picture It! command (Help menu)**

Displays the version number of Picture It!, copyright information, and your copy's serial number.

## **Picture pane**

In Picture It! the picture pane displays your picture or collage. It's where you do most of your work.

If the picture is too big to fit in the picture pane, either change its size with the Zoom tool or scroll the picture up and down and side to side.

## **Preview pane**

The preview pane shows either previews or file names of the pictures in the current location.

To work with a picture, click and drag the file name or preview to the Filmstrip, or double-click the picture and it will appear on the Filmstrip.

## **Text command (Edit menu)**

Edits the selected text.

## **Picture Object command (Edit menu)**

Edits the selected picture.



## **Move Forward Or Backward command (Edit menu)**

Opens a task pane to change an object's place on the Stack.

## **Menu Previews command (View menu)**

Displays or hides previews for the buttons on the **Workbench** and **Project** tabs.

## **Display Settings command (View menu)**

Opens the Windows Display Properties dialog box to the Settings tab.

## Stack

 [Play movie: Stacking Picture It! objects](#)

The Stack displays all of the objects in a collage.

The higher up an object is in the Stack, the closer to the front it appears in the picture pane.

To move something forward, click it and drag it upward in the Stack. To move it backward, click and drag it downwards.

## Zoom And Scroll tool

Click the Zoom In indicator ("A" below) as many times as necessary to get a good look at the object you want.

If you've zoomed to a part of the picture that doesn't include the object, use the Scroll tool ("C") to go right where you want. Click the area you want to see, and the Scroll tool takes you there.



## Filmstrip

This is where all your open pictures are displayed.

- ▶ To display a picture on the Filmstrip, double-click it and it appears in the picture pane.
- ▶ To add a picture on the Filmstrip to the picture that's currently displayed in the picture pane, drag it from the Filmstrip to the picture pane.
- ▶ To add an object from a picture on the Filmstrip, single-click the picture in the Filmstrip. The Retriever will appear, which you can use to add any object that's been cut out of that picture.
- ▶ How?

## **Microsoft Picture It! Home Page**

Connects you to the Picture It! Home Page on the World Wide Web.

## **Microsoft Home Page**

Connects you to the Microsoft Home Page on the World Wide Web.



## **Display Settings dialog box**

Optimum settings to run Picture It! are 24-bit color, and minimum 800 by 600 pixels.

**Warning:** After changing settings you may need to restart your computer. You should save your work and close any other programs before doing so.

To change your settings:

- 1 In the **Color palette** box, click **High Color (16 bit)** or higher.
- 2 In the **Desktop area** box, move the slider to at least **800 by 600 pixels**.
- 3 Click **Apply**, and then **OK**. If necessary, follow the directions for restarting your computer.

## **Export Options dialog box**

**Convert to** lists the available color options. Some options (for example, **True Color**) take up hard disk space.

**Compression type** lists the available compression options for saving hard disk space.

**Compression level** sets the desired level, either by dragging the slider or typing in the box.

**Export size** lists available sizes for your picture.

**Custom size** allows you to define your own size by typing numbers in the **Width** and **Height** boxes.

**Maintain aspect ratio** keeps the original proportions of your picture as you adjust the size.

## Options

Use this dialog box to change Picture It! settings.

Settings with a check mark are turned on. Click them if you want to turn them off.

**Show Introduction** displays the Introduction to Picture It! that you see the first time you run Picture It!

**Play Picture It! sounds** turns on sounds for various mouse and keyboard actions.

**Show Tool Tips** displays small labels over screen controls when you hold the pointer over them.

**Show alert to change screen settings** displays an alert message if your screen resolution settings are not optimized for Picture It! The alert message gives you the option of automatically changing the settings.

**Path to my pictures** is the place Picture It! looks first when you choose the **My Picture** command from the **Get Picture** button. You can enter any location in this box, but if you choose a directory other than **My Pictures**, Picture It! will prompt you to convert the new directory to a catalog folder. You will not be able to use the features in the **Organize Pictures** task pane until the new folder has been converted.

**Browse** displays the contents of your computer's hard drive. From here you can select the path to your pictures.

**Require CTRL to zoom with Microsoft IntelliMouse** changes the wheel action of the Microsoft IntelliMouse. When this box is unchecked, rolling the wheel zooms in or out of a picture. When checked, rolling the wheel scrolls up or down, and rolling the wheel while holding down the CTRL key zooms in or out.

If you do not have the Microsoft IntelliMouse installed, this option does not appear.

**Advanced options** displays another dialog box with options for picture resolution and compression.

## Advanced Options

Use this dialog box to change resolution and compression settings for Picture It!

**Note:** In addition to taking up disk space, settings which result in a larger file size ( for example, high resolution, low compression) may also make your pictures difficult to send via e-mail.

**Resolution** determines the visual quality of the picture you are working on.

**Professional** is the highest quality but uses the most disk space. **Photographic** is in the middle, and **Computer Display** is the lowest quality but uses less disk space.

**Compression** determines the quality of the picture being saved.

Higher compression results in lower quality but saves disk space, and lower (or no) compression offers higher quality but uses more disk space.

## Saving a picture

- 1 Click the **Workbench** tab.
- 2 Click **Save, Print, & Send**, and then click **Save**.

**Note:** If you are saving your picture for the first time, or if you opened it with a file format other than .MIX, follow the instructions in the task pane.

## Troubleshooting

▶ Saving problems

## Tips

▶ How can I organize my pictures?

▶ Which file format should I use?

▶ When should I use Save options?

## **Saving a picture with a new name**


Saving a picture with a new name creates a copy of the picture.


- 1 Click the **Workbench** tab.
- 2 Click **Save, Print, & Send**, and then click **Save As**.
- 3 In step 3, type a new name for your picture.
- 4 Click **Save**.


### **Troubleshooting**

 [Saving problems](#)

### **Tips**

 [How can I organize my pictures?](#)

 [Which file format should I use?](#)

 [When should I use Save options?](#)

## **Saving a picture in a different place**

- 1 Click the **Workbench** tab.
- 2 Click **Save, Print, & Send**, and then click **Save As**.
- 3 In step 1, click the arrow on the right of the **Click a folder** box, and click a disk drive from the list. Then click a folder from the list.
- 4 Click **Save**.

### **Troubleshooting**

▶ Saving problems

### **Tips**

▶ How can I organize my pictures?

▶ What file format should I use?

▶ When should I use Save options?

## **Saving a picture for use in a different program**

- 1 Click the **Workbench** tab.
- 2 Click **Save, Print, & Send**, and then click **Save As**.
- 3 In step 2, click the arrow on the right of the **Save as this type** box, and then click the file format you want from the list.
- 4 Click **Save**.

### **Troubleshooting**

▶ Saving problems

### **Tips**

▶ Which file format should I use?

▶ How can I organize my pictures?

▶ When should I use Save options?



## **Saving problems**

### **What is the problem?**

- My computer's out of storage space
- I saw a No Write Access message
- I saw a Device Not Available message

## **My computer's out of storage space**

If you see a message that says something like "Not enough disk space," you can try:

▶ Saving your picture to a different disk drive, such as a floppy, a second hard drive, or a removable Zip drive. In step 1 of the **Save As** task pane, click the arrow on the right of the **Click a folder** box, and then click the drive you want. Click a folder from the list, and then click **Save**.

**Note:** A floppy disk may not have enough space to hold a picture that contains a large number of objects.

▶ Deleting any unnecessary files on your disk drive, and then saving your picture again. A good place to check for unnecessary files is the Temp folder in your Win95 folder.

▶ Emptying the Recycle Bin on your desktop, and then saving your picture again.

## **I saw a No Write Access message**

If you get a message that says something like "Cannot write to the disk," the device is probably write-protected. If you're saving to a:

- ▶ Floppy disk, take it out of the drive. Turn it over and push the write-protection slider towards the middle of the disk.
- ▶ Zip disk, use the Zip utility to remove the write protection.

## **I saw a Device Not Available message**

If you get a message that says something like "Device not available," it could be that:

- ▶ There's no disk in your floppy or Zip drive. Insert a disk, and try saving again.
- ▶ The device is turned off or has been disconnected from your computer. Turn it on, or reconnect the device.

## Which file format should I use?

If you are planning on using your picture in a program other than Picture It!, you'll probably need to save it in a file format other than .MIX.

You can save your pictures in any of the file formats listed in the table below. The most common programs or uses for each file format are also listed to help you decide the format you want.

File extension	File format	Programs/ Common uses
.BMP	Windows bitmap	Microsoft Paint. Often used for desktop backgrounds.
.FPX	Kodak FLASHPIX	Some newer imaging applications. Found on high-quality photo CD-ROMs, and very similar to the Picture It! .MIX format.
.JPG	JPEG (Joint Photographic Expert Group)	Very common, compressed file format that works well for photos. Because these files are quite small, use for e-mail or posting to Web sites.
.PNG	Portable Network Graphics	Supported by newer imaging applications. Works well for photos, clip art, and sending in e-mail.
.TIF	Tagged Image File Format	Supported by most imaging applications. Used for some clip art CD-ROMs.
.GIF	Graphics Interchange Format	Palettized images, often dithered, best used for clip art and

		"solid" images rather than for photos.
.PCX	PC Paintbrush	Older graphics file format.
.TGA	Targa	Older graphics file format.

## When should I use Save options?

If you are saving your picture with a file format other than .MIX or .FPX, you can click **Options** on the **Save As** task pane to specify any of the following settings:

Use	To
<b>Convert to</b>	Change to a different color option.
<b>Export Size</b>	Select from a list of proportional image sizes (in pixels). The higher the numbers, the greater the size. If you're printing, use high numbers. If you're sending in e-mail or size is a problem, use smaller numbers.
<b>Compression type</b>	Select a compression type.
<b>Custom size</b>	Specify the exact image dimensions (in pixels).
<b>Width &amp; Height</b>	Specify the image height and width (in pixels).
<b>Maintain aspect ratio</b>	Maintain the original proportions of the image. If unchecked, you can change the height and width separately to stretch or squash the picture.
<b>Compression level</b>	Increase or decrease the degree of image

compression.  
Increasing the  
compression  
level reduces the  
image quality as  
well as the file  
size.

## **Closing a picture**

 On the Filmstrip, right-click the picture, and then click **Close**.

—or—

1 Click the **Workbench** tab.

2 Click **Save, Print, & Send**, and then click **Close This Picture**.

## **Saving a picture as wallpaper**

When you save the current picture as wallpaper, its size and color depth are optimized for your current display settings.

- 1 Click the **Workbench** tab.
- 2 Click **Save, Print, & Send**, and then click **Save As Wallpaper**.
- 3 Follow the instructions in the task pane.



## Organizing pictures

Use this task to add, find, move, copy, or delete pictures in a Catalog, and add or change the descriptions of the pictures in your My Pictures Catalog.

- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **Organize Pictures**.
- 3 Follow the instructions in the task pane.

### Tips

- [!\[\]\(f15d3c54be60b4fd0ce1da9fb3f67256\_img.jpg\) Tell me more about organizing my pictures](#)
- [!\[\]\(7bf135d42c40a6430c927b2fd03d7659\_img.jpg\) What's a Catalog?](#)

### Related topics

- [!\[\]\(b1b781be830eb908d845c527ab08d5f8\_img.jpg\) Creating a new folder in the Catalog](#)

## Creating a new folder in the Catalog



You can only add a new folder to your **My Pictures** Catalog when you're adding, moving, or copying pictures to the Catalog.

- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **Organize Pictures**.
- 3 Click **Add pictures**.
- 4 Follow the instructions in the task pane.
- 5 After you click **Next** twice, in step 3 click **Create a new folder**.
- 6 Follow the instructions in the task pane to create a new folder, and complete the task.

—or—

- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **Organize Pictures**.
- 3 Click **Move or copy pictures**.
- 4 Follow the instructions in the task pane.
- 5 After you click **Next**, in step 3 click **Create a new folder**.
- 6 Follow the instructions in the task pane to create a new folder, and complete the task.

### Tips

-  [Tell me more about organizing my pictures](#)
-  [What's a Catalog?](#)

## **Tell me more about organizing my pictures**

When you organize your pictures in Picture It!, you can:

- ▶ Move or copy pictures or folders to another folder in your Catalog.
- ▶ Create a link in a folder to pictures stored in a different folder.
- ▶ Look for pictures in your Catalog by description, key word, or date.
- ▶ Change or add descriptions to pictures or folders in your Catalog.
- ▶ Remove from your Catalog pictures or folders you no longer need.

### **Related topics**

- ▶ [What's a Catalog?](#)
- ▶ [Organizing pictures](#)
- ▶ [Creating a new folder in the Catalog](#)

## Changing the file format of a picture

The standard file format for Picture It! is a .MIX file, but you can easily change a picture to a different file format.

- 1 Click the **Workbench** tab.
- 2 Click **Save, Print, & Send**, and then click **Save As**.
- 3 Follow the instructions in the task pane. In step 2, click the small arrow on the right of the **Save as this type** box, and then click the file format you want.

### Tips

- ▶ Which file format should I use?

## Printing picture thumbnails

Picture thumbnails are small previews of the pictures you select. As many thumbnails as possible are printed on the same page.

- 1 Click the **Workbench** tab.
- 2 Click **Save, Print, & Send**, and then click **Print Picture Thumbnails**.
- 3 Follow the instructions in the task pane.

### Tips

- ▶ What are picture thumbnails?
- ▶ Why should I keep the thumbnails open?

## **Why should I keep the thumbnails open?**

If you want to save or make changes to your picture thumbnails after they are printed, click **Yes, keep it open** in step 7 of the **Print Picture Thumbnails** task pane. If you only want a printout, click **No, close it**.

## **Making an online slide show**

A slide show is a group of pictures in a viewer that friends and family members can view on their computer.

- 1 Click the **Projects** tab.
- 2 Click **Slide Shows**, and then click **Slide Show**.
- 3 Follow the instructions in the task pane.

### **Tips**

- ▶ Getting my slide show ready for the World Wide Web
- ▶ What do I need to send a slide show to someone?

## **Getting my slide show ready for the World Wide Web**

If you want to post your slide show to the World Wide Web, you first have to save it as an HTML file. In step 5 in the **Slide Show** task pane, make sure you click **Both a slide show and in HTML format**. Contact your Web service provider for instructions on posting the HTML file to a server.



## **What do I need to send a slide show to someone?**

To send a slide show, both computers must use e-mail software that can send and receive attachments, and be running Microsoft Windows 95 (or later) or Microsoft Windows NT (or later).

The receiving computer does not need to have Picture It! installed.

## **Sending my picture through e-mail**

To send pictures through e-mail, both the sender and the recipient must use an e-mail program that is capable of sending and receiving attachments, and have Picture It! and Microsoft Windows 95 installed on their computer. If you are not sure, check your e-mail program documentation to see if it supports Messaging Application Programming Interface (MAPI).

- 1 Click the **Workbench** tab.
- 2 Click **Save, Print, & Send**, and then click **Send via E-mail**.  
An e-mail message with your picture file attached appears on your screen.
- 3 Use your e-mail system to send the picture.

### **Troubleshooting**

- ▶ What if my picture is too big for e-mail?

## What if my picture is too big for e-mail?

You can either save your picture as a finished collage, or save it in a file format that can be compressed, such as .JPG or .GIF.

**Note:** If you save your picture as a finished collage, you will not be able to make changes to individual objects you've added.

- 1 Click the **Workbench** tab.
- 2 Click **Save, Print, & Send**, and then click **Save As**.
- 3 In step 2, click **Options**, and then click **Finished Collage**.
- 4 Click **Done**, and then click **Save**. Now resend your picture.

—or—

- 1 Click the **Workbench** tab.
- 2 Click **Save, Print, & Send**, and then click **Save As**.
- 3 In step 2, click the arrow on the right of the **Save as this type** box, and click either **GIF (\*.gif)** or **JPEG File Interchange Format**.
- 4 Click **Save**.
- 5 If necessary, start your e-mail program.
- 6 Create a new e-mail message, and include the picture you saved as a **GIF** or **JPEG** file.

## Printing more than one picture on a page

You can repeat the same picture several times on a page, or choose different pictures to print together.

1 Make sure that all the pictures you want to print are open on the Filmstrip.

▶ How do I open a picture?

2 Click the **Workbench** tab.

3 Click **Save, Print, & Send**, and then click **Print Reprints**.

4 Follow the instructions in the task pane.

## Troubleshooting

▶ I don't like the way Picture It! sized my picture

## **I don't like the way Picture It! resized my picture**

The template openings in Print Reprints are standard photographic sizes. If you drag a picture that is not a standard size onto the template, Picture It! will resize it to fit the opening.

To correct this, crop your picture to the size the template uses.

**Note:** If you choose a template with two different size openings, crop your pictures to one of the sizes. Picture It! will size your picture correctly in both places.

### **Related topics**

- [▶ Cropping to a specific size](#)
- [▶ What size should I make my picture?](#)

## Cropping to a specific size

- 1 Click the **Workbench** tab.
- 2 Click **Size & Position**, and then click **Crop**.
- 3 If necessary, click the rectangle opening.
- 4 Click **Enter exact proportions for the shape**.
- 5 Click the arrows to the right in the **width** and **height** boxes for the dimensions you want.
- 6 Click **Done**.

What size should I make my picture?

## What size should I make my picture?

For the best results when you print reprints, make sure the pictures you use have already been cropped to the standard photographic size for the template you select. The following table gives the correct dimensions for the various templates.

Template	Width (inches)	Height (inches)
Two Medium Frameables (Horizontal)	6	4
Two Small Frameables (Horizontal)	5	3.5
Avery Kids #3611 Postcards (Horizontal)	5.75	3.75
Avery #3263 White Post Card (Horizontal)	4.25	3
Six Wallets (Horizontal)	3.5	2.5
One Large Frameable & Two Wallets (Horizontal)	7 3.5	5 2.5
Two Medium Frameables (Vertical)	4	6
Two Small Frameables (Vertical)	3.5	5
Avery Kids #3611 Postcards (Vertical)	3.75	5.75
Avery #3263 White Post Card (Vertical)	3	4.25
Six Wallets (Vertical)	2.5	3.5
One Large Frameable & Two Wallets (Vertical)	5 2.5	7 3.5

[▶ Cropping to a specific size](#)

[▶ Printing more than one picture on a page](#)

## **Tips for printing on your black-and-white laser printer**

If your printouts are darker than you expect, and the white areas look gray, you can try changing your printer's dithering method. This option may not be available on all printers.

- 1 Click the Windows **Start** button.
- 2 Click **Settings**, and then click **Printers**.
- 3 Right-click the icon for your printer, and then click **Properties**.
- 4 Click the **Graphics** tab.
- 5 In the **Dithering** box, click **Coarse**.
- 6 Click **OK**.

**Note:** You may have to restart Windows for the change to take effect.

For further information and other technical issues, see the Readme file.



## Printing the current picture

- 1 Click the **Workbench** tab.
- 2 Click **Save, Print, & Send**, and then click **Print This Picture**.
- 3 Follow the instructions in the task pane.

## Troubleshooting

▶ [Printing problems](#)

## Tips

▶ [Getting the print size you want](#)

▶ [Improving your print quality](#)

## Getting the print size you want

In step 4 of the **Print This Picture** task pane, choose the dimensions for your printout.

To	Click
Print your picture as large as possible on the page	<b>Fit to Page.</b>
Print your picture in a standard photographic size	The arrow to the right of the <b>Click a print size</b> box, and then click the size you want.
Print your picture with the dimensions you want	The arrow to the right of the <b>Click a print size</b> box, click <b>Custom Size</b> , and then type the height and width you want.
Keep the same relative shape of your picture	After choosing <b>Custom Size</b> , type in one of the dimensions you want and click <b>Maintain proportions.</b>

## Improving your print quality

Picture It! makes three print qualities available; good, better, and best. Which options are available to you depends on the actual print size of your picture and the resolution of the original image. The larger the print size, the higher the resolution must be to support “better” and “best” print qualities.

To see the quality options for the print size you selected, click the arrow to the right of **Click a print quality** box. To change the print size so that more print quality options are available, in step 4 of the **Print This Picture** task pane, click the arrow to the right of the **Click a print size** box, and click a smaller print size.

Also, using premium grade paper will significantly enhance the quality of your prints. If you have trouble locating high quality paper, contact your printer manufacturer for suggested sources.

## Printing problems

### What is the problem?

- Nothing happened when I printed
- I wanted my picture on a different size paper
- My computer displayed a general protection fault, invalid page fault, or exception error message

## **Nothing happened when I printed**

Make sure:

- Your printer is plugged into a power source.
- Your printer is turned on.
- Your printer is securely connected to your computer.
- The correct printer driver for your printer was installed. Try printing from another program to verify.

## **I wanted my picture on a different size paper**

In step 1 of the **Print This Picture** task pane, click **Change printer settings**, and then click the paper size you want.

## **My computer displayed a general protection fault, invalid page fault, or exception error message**

- ▶ Try printing from another program to see if you can print anything.
- ▶ Try printing the same picture from another paint program, such as Microsoft Paint.
- ▶ If another printer is available, try printing the same picture to it.
- ▶ Print a different picture to the same printer.
- ▶ Check the age of the printer driver. If it is more than one year old, contact your printer manufacturer and try to get an updated one.
- ▶ If a new driver isn't available, remove the existing printer driver and reinstall it.

## **Adding text**

- 1 Click the **Workbench** tab.
- 2 Click **Text**, and then click **Add Text**.
- 3 Follow the instructions in the task pane.

## **Troubleshooting**

What if I want to remove the text?

## **What do you want to do next?**

Fill text with color, gradient, or picture

Bend text

Add a shadow

Highlight text edges

## Removing text

If you	Then
Are still in the <b>Add Text</b> task pane	Click <b>Cancel</b> .
Have clicked <b>Done</b> , but made no other changes yet	On the <b>Edit</b> menu, click <b>Undo</b> .
Have made other changes to your project since adding the text	On the Stack, click the text you want to remove and then press <b>DELETE</b> .



## Changing text color

▶ [Play movie: Special text effects](#)

1 On the Stack, click the text you want to change.

▶ [Where's the Stack?](#)

2 Click the **Workbench** tab.

3 Click **Text**, and then click **Text Color or Fill**.

4 Follow the instructions in the task pane.

## Troubleshooting

▶ [What if I change my mind?](#)

## Changing text

### [Play movie: Special text effects](#)

1 On the Stack, click the text you want to change.

### [Where's the Stack?](#)

2 Click the **Workbench** tab.

3 Click **Text**, and then click **Edit Text**.

4 Follow the instructions in the task pane to change the wording, font, alignment, formatting, or color of your text.

## Troubleshooting

### [What if I change my mind?](#)

## Moving an object

▶ [Play movie: Moving and resizing](#)

1 On the Stack, click the object you want to move.

▶ [Where's the Stack?](#)


2 In the picture pane, drag the object until you like the new position.

▶ [How?](#)

## Resizing an object

 [Play movie: Moving and resizing](#)

1 On the Stack, click the object you want to resize.


 [Where's the Stack?](#)

2 In the picture pane, drag one of the corner selection handles ("C" below) inward or outward.



## Stretching an object

1 On the Stack, click the object you want to stretch.

 Where's the Stack?

2 In the picture pane, drag the side selection handles ("D" below) outward until you like the shape.



## Flipping a picture


- 1 Click the **Workbench** tab.
- 2 Click **Size & Position**, and then click **Flip**.
- 3 If there are two tabs, click the **Whole Picture** tab.
- 4 Follow the instructions in the task pane.


## Troubleshooting

- ▶ What if I change my mind?

## Flipping part of a picture

1 On the Stack, click the object you want to flip.

 I haven't yet cut out the object I want to change


 Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Size & Position**, and then click **Flip**.

4 Follow the instructions in the task pane.

## Troubleshooting

 What if I change my mind?

## Rotating a picture

▶ [Play movie: Moving and resizing](#)

- 1 Click the **Workbench** tab.
- 2 Click **Size & Position**, and then click **Rotate**.
- 3 If there are two tabs, click the **Whole Picture** tab.
- 4 Follow the instructions in the task pane.

### Tips

▶ [Rotating the quick way](#)

### Troubleshooting

▶ [What if I change my mind?](#)



## Rotating part of a picture

▶ [Play movie: Moving and resizing](#)

1 On the Stack, click the object you want to rotate.

▶ [I haven't yet cut out the object I want to change](#)

▶ [Where's the Stack?](#)

2 Click the **Workbench** tab.

3 Click **Size & Position**, and then click **Rotate**.

4 Follow the instructions in the task pane.

### Tips

▶ [Rotating the quick way](#)

### Troubleshooting

▶ [What if I change my mind?](#)

## **Moving an object forward or backward**

▶ [Play movie: Stacking Picture It! objects](#)


The higher up an object is in the Stack, the closer to the front it appears in the picture pane.

▶ To move an object forward, click and drag it upward in the Stack. To move it backward, click and drag it downward in the Stack.

▶ [Where's the Stack?](#)

## Moving an object to another picture

1 Make sure that both the pictures you're working with are open on the Filmstrip.

 How do I open a picture?

2 On the Filmstrip, double-click the picture to which you want to add the object.


3 On the Filmstrip, single-click the picture containing the object you want to add.

The Retriever appears on your screen. It has its own Stack, which shows all the objects in the picture.

4 Drag the object you want to move from the Stack in the Retriever to the picture pane.

## **Moving the whole picture to another picture**

1 Make sure that both pictures are open on the Filmstrip.

 How do I open a picture?

2 On the Filmstrip, double-click the picture to which you want to add the object.

3 Drag the picture you want to add from the Filmstrip to the picture displayed in the picture pane.

## Filling text with a color, gradient, or a picture

### [Play movie: Special text effects](#)

1 On the Stack, click the text you want to fill.

### [Where's the Stack?](#)

2 Click the **Workbench** tab.

3 Click **Text**, and then click **Text Color or Fill**.

4 Follow the instructions in the task pane.

## Troubleshooting

### [What if I change my mind?](#)

## **Bending text**

### **▶ [Play movie: Special text effects](#)**

1 On the Stack, click the text you want to bend.

### **▶ [Where's the Stack?](#)**

2 Click the **Workbench** tab.

3 Click **Text**, and then click **Bend Text**.

4 Follow the instructions in the task pane.

## **Troubleshooting**

### **▶ [What if I change my mind?](#)**

## Highlighting the edges of text

▶ [Play movie: Special text effects](#)

1 On the Stack, click the text you want to highlight.

▶ [Where's the Stack?](#)

2 Click the **Workbench** tab.

3 Click **Edge Effects**, and then click **Highlighted or Patterned Edges**.

4 Follow the instructions in the task pane.

## Troubleshooting

▶ [What if I change my mind?](#)

## **Adding a Jazzy Effect to text**

▶ [Play movie: Special text effects](#)

1 On the Stack, click the text you want to add a Jazzy Effect to.

▶ [Where's the Stack?](#)

2 Click the **Workbench** tab.

3 Click **Text**, and then click **Jazzy Effects**.

4 Follow the instructions in the task pane.

## **Troubleshooting**


▶ [What if I change my mind?](#)



## Rotating the quick way

 [Play movie: Moving and resizing](#)

1 On the Stack, click the object you want to rotate.

 [Where's the Stack?](#)

2 In the picture pane, drag the rotate handle ("B" below) clockwise or counterclockwise.





A medium border.

A narrow border.

A one-page calendar for the month.

A one-page calendar for the quarter.

A one-page calendar for the year.

A selection of ready-made phrases for your edge.



A selection of designer edges.

A selection of textured edges.

A selection of traditional looks for your edge.

A Smart Task that automates the process.

Click a white area in your picture to remove a color cast.

A tool that helps you trace the object.

A tool that helps you edit the cutout.

A wide border.



Additional options for changing text appearance.

Adds a new dimension of illusion.

Adds a picture that's stored on your computer, scanned, or downloaded from a digital camera.

Adds a picture to My Pictures, from your computer, a network, a disk, or a CD-ROM.

Adds another object to the collage.

Adds new pictures to the slide show.

Adds text.

Adds the entire picture that you selected.



Adds the object that you selected on the Stack.

Aligns text along the left edge.

Aligns text along the right edge.

Allows you to decide how to add new images to your Catalog.

Any descriptive name or phrase for your picture file.

Any descriptive name or phrase for your picture file.

Any descriptive word or phrase. Picture It! will attach the appropriate extension (for example, \*.MIX, \*.GIF, or \*.JPG).

Applies a color filter.



Applies decorative effects.

Applies distortion automatically.

Applies the selected level of edge softness to your cutout.

Attaches your finished work to an e-mail message.

Automatically removes red eye (eye discoloration in a photo caused by a camera's flash).

Categories of ready-to-use collages or backgrounds.

Categories of ready-to-use frame patterns.

Categories of ready-to-use mat textures.



Centers text.

Changes an existing slide show.

Changes the hue (color) by moving the ball from 0 to 359 degrees around the ring.

Changes settings for saving the picture file. The settings available depend on the file type you select.

Changes settings for the selected printer (refer to your printer documentation).

Changes the description of a picture or folder.

Changes the edge color.

Changes the frame's color, saturation (color purity), and brightness.



Changes the mat's color, saturation (color purity), and brightness.

Changes the rotation angle in small steps.

Changes the rotation to the angle you type in the box below.

Changes the text color.

Changes the wheel action of the Microsoft IntelliMouse. When this box is unchecked, rolling the wheel zooms into or out of a picture. When checked, rolling the wheel scrolls up or down, and rolling the wheel while holding down the CTRL key zooms in or out.

Check this box to display a Help topic that suggests what to do after you have placed everything on the collage.

Check this box to have Picture It! try to find the edges of the area you are tracing.

Choose a size for your saved picture.



On the left palette, click a color for your painting. The color appears in the large center square.  
On the right palette, you can click a different shade of that color.

On the left palette, click a finish color. The color appears in the large center square. On the right palette, you can click a different shade of that color.

On the left palette, click a start color. The color appears in the large center square. On the right palette, you can click a different shade of that color.

Click any words that may be associated with your picture file.

Click any words that may be associated with your picture file.

Click the green flag to begin fixing another scratch.

Click the object that you want to place on the picture pane.

Click this after you have selected the object on the Stack that you want to move forward.



Click this after you have selected the object on the Stack that you want to move backward.

[Click for more information.](#)

[Click for more information.](#)

Click to adjust the size or shape of your cutout.

Click to narrow the scope of your search after you have clicked **More**.

Click to create a new folder for your picture files. This new folder will be a subfolder of the folder selected above.

Click to display a Help topic that provides information about the task.

Click to enter a description for the saved picture file.



Click to hear the sound you have selected.

Click to broaden your search by related descriptive words. Click again to keep expanding your search.

Closes the About dialog box.

Closes the dialog box and cancels any changes you have made.

Closes the dialog box and saves the new options.

Saves your picture as a file of the selected type.

Moves the entire picture to the front of the collage.

Copies picture files from their source location to another location in your Catalog. The picture files then exist both in the original location and the destination location.



Copies the selected object and moves it to the front of the collage.

Copyrights and credits.

Creates a cutout in a standard shape to replace the picture.

Creates a cutout in a standard shape.

Creates a greeting card that is folded along the top. [Click this option to see a preview.](#)

Creates a greeting card that is folded along the side, like a book. Click this option to see a preview.

Creates a link between the original source file and your Catalog picture file. You can view the picture file in your Catalog, but it remains in its original location.

Creates a mirror image of the object that you started with (the left becomes the right).



Creates a new folder.

Creates a shortcut button on your desktop that you can click to view the slide show.

Creates an upside-down image of the object that you started with (the top becomes the bottom).

Customizes the width of the Edge Finder.

Darkens text edges.

Deletes objects from the collage.

Determines the best values for the light and dark areas (contrast) and for the picture's overall brightness.

Displays the full text of the software license agreement, with a Print option.



Displays a message when the screen setting is:

- Less than 24-bit colors.
- Less than 800 x 600 screen resolution.

Displays on the picture pane miniature versions of the pictures.

Displays on the picture pane only the file names of the pictures.

Displays the initial startup screen, which you see the first time you run Picture It!

Displays the names of screen elements when the pointer pauses over them.

Displays the result in miniature.

Distorts text.

To adjust contrast, drag the **inner ball** clockwise or counterclockwise, and to adjust brightness, drag it center to edge. To adjust color intensity, drag the **outer ball**. The **center** shows contrast and brightness levels. To restore previous settings, click **Reset**.



To adjust hue, drag the **outer ball**. To adjust color saturation, drag the **inner ball** clockwise or counterclockwise, and to adjust brightness, drag it center to edge. The **center** shows your starting color and how it changes. To restore previous settings, click **Reset**.

Drag toward the plus sign to increase the selected color, or toward the minus sign to decrease the selected color.

Drag toward the plus sign to increase paint transparency, or toward the minus sign to decrease transparency.

Drag toward the plus sign to increase the bend effect, or toward the minus sign to decrease the bend effect.

Drag toward the plus sign to increase the effect, or toward the minus sign to decrease it.

Drag toward the plus sign to increase the compression of a JPG picture, or toward the minus sign to decrease compression.

Drag toward the plus sign to increase the direction and strength of the distortion, or toward the minus sign to decrease it.

Drag toward the plus sign to increase the slide show speed, or toward the minus sign to decrease speed.



Drag toward the plus sign to increase the softness along the edge of the object.

Drag toward the plus sign to increase the effect, or toward the minus sign to decrease the effect.

Drag toward the plus sign to make the edge design thicker, or toward the minus sign to make it thinner.

Drag toward the plus sign to make the object more transparent, or toward the minus sign to make it less transparent.

Drag toward the plus sign to make the picture sharper, or toward the minus sign to make it blurrier.

Drag toward the plus sign to make the shadow more transparent, or toward the minus sign to make it less transparent.

Drag toward the plus sign to soften the shadow's edge, or toward the minus sign to harden the shadow's edge.

Each ball represents a different brush width.



Each ball represents a different strength level for the tool that removes dust from your picture.

Each ball represents a different width for the tool that repairs scratches on your picture.

Each ball represents a different width for the Edge Finder.

Each ball represents a different width for the edge.

Emphasizes text edges.

Fills with a color pattern and style.

Fills with a uniform color and hue.

Inserts a picture to fill the object.



High compression.

High resolution (for high-quality prints; uses more hard disk space).

Identifies your scanner type for Picture It!

If no other option is selected, Picture It! adds your pictures based on their current location.

Moves picture files from their source location to another location in your Catalog. The picture files then exist only in the destination location.

If you choose to enter exact proportions, type a crop height.

If you choose to enter exact proportions, type a crop width.

If you have a flatbed scanner, this automatically locates your picture on the scanner bed, scans it at the proper resolution, crops it, and levels it.



If you select **Custom Size**, type a custom print height.

If you select **Custom Size**, type a custom print width.

If you select **Custom Size**, type a height.

If you select **Custom Size**, type a width.

Increases or decreases a color's saturation (purity) from 0 to 100 percent in small steps.

Increases or decreases edge softness in small steps.

Increases or decreases edge width in small steps.

Increases or decreases the effect in small steps.



Increases or decreases shadow edge softness in small steps.

Increases or decreases the brightness of the picture from 0 to 100 percent in small steps.

Increases or decreases the compression in small steps.

Increases or decreases the crop shape height in small steps.

Increases or decreases the crop shape width in small steps.

Increases or decreases the distortion in small steps.

Increases or decreases the number of copies that will print.

Increases or decreases the print height.



Increases or decreases the print width.

Increases or decreases the sharpness in small steps.

Increases or decreases transparency in small steps.

Standard paper textures to apply to your brush strokes. [Click the arrows to see more.](#)

Information about configuration, printers, DLLs, fonts, filters, OLE settings, and so on.

Insert your own text into the edge.

Inserts objects into the text.

Keeps the original proportions as you adjust the size.



Leaves pictures available on the Filmstrip.

You can apply distortion.

You can trace the object yourself.

Lists file types that Picture It! supports. When you click a file type, only files of that type appear.

Lists print resolution with comparative print time.

Lists ready-to-use collages.

Lists ready-to-use backgrounds for a new collage.

Lists ready-to-use objects.



Lists the available compression options for this file format.

Lists the available drives and folders.

Lists the available drives.

Lists the available fonts.

Lists the cameras, scanners, and other optical devices that are set up on your computer.

Lists the print resolution options ("Good" prints faster).

Lists the print size options.

Lists the print size units (inches or centimeters).



Lists the printers that are set up on your computer.

The category of PictureArt to be displayed in the picture pane.

Lists the scanners, cameras, and other optical devices that are set up on your computer.

Loads pictures from a digital camera.

Loads pictures from a digital camera, using the software that came with the camera. For more information, refer to your digital camera documentation.

Searches for your pictures in My Pictures catalog using descriptions and dates.

You can add a picture from the Filmstrip or access more options for opening a picture not located on the Filmstrip.

Low compression.



Low resolution (for small prints; saves hard disk space).

Makes your collage taller than it is wide.

Makes your collage wider than it is tall.

You can manually select discolored eyes.

Medium compression.

Medium resolution.

Moves or copies a picture into an existing or a new folder.

Moves or resizes objects in the collage.



No compression.

Not implemented yet

Enter numbers below to fine-tune your changes.

Opens a picture stored on your computer, a network, a disk, or a CD-ROM.

Opens PictureArt stored on your CD-ROM.

Opens the selected picture onto the picture pane. The replaced picture remains on the Filmstrip.

Opens the slide show so you can watch it.

Click to adjust the size or shape of your cutout.



Options for printing more than one copy.

Options for printing.

Options for saving.

Paints the frame a neutral color.

Paints the frame the complementary color of the picture's main color.

Paints the frame the main color in the picture.

Paints the mat a neutral color.

Paints the mat the complementary color of the picture's main color.



Paints the mat the main color in the picture.

Permanently removes a picture from your computer.

Places the selected picture on the Filmstrip (if it's not already there) and on the picture pane. If you want to place more than one picture on the Filmstrip, drag the pictures there, and then click **Done**.

Places your cutout on a white background separate from your picture. Click to remove the check mark and keep your cutout with your original picture.

Prints a layout containing a mixture of pictures.

Prints a layout containing more than one copy of the same picture.

Prints the picture.

Prints the project on a page that is taller than it is wide.



Prints the project on a page that is wider than it is tall.

Prints thumbnails of the pictures currently open on the Filmstrip.

Prints thumbnails of your pictures with their names displayed underneath.

Prints thumbnails of your pictures without displaying names underneath.

Type the text you want to add to your picture.

Removes all pictures from the Filmstrip.

Removes dust or spots from selected areas of your picture.

Removes dust or spots from the entire picture.



Removes the selected picture from the slide show.

Removes the printed thumbnail layout from the picture pane.

Replaces an object in the collage.

Replaces the object with the entire picture that you selected on the Filmstrip.

Replaces the object with the object that you selected on the Stack.

**Reset** returns the picture to the way it looked before you started changing it. The Reset button then changes to **Redo**. Redo restores the changes you made.

Retains your printed thumbnail layout on the picture pane.

Returns settings to the Picture It! default settings.



Returns settings to their original values.

Returns the last selected picture or folder to the preview pane.

Returns the picture to the way it looked before your most recent action.

Returns you to the previous task pane to begin a new search.

Returns your picture to the way it looked before your most recent action.

Reverses the fill color pattern and style.

Rotates the object 180 degrees (the top becomes the bottom and the left becomes the right).

Saves any changes you have made and closes the task pane.



Saves hard disk space, but you will need to recreate cutouts if later you want to move or change them.

Lists the available color options for this file format.

Keeps the original proportions as you adjust the size.

Saves the current picture or collage as your desktop wallpaper.

Saves the picture so that cutouts can be moved or changed, but uses more hard disk space.

Saves the postcard on a computer file or to a disk.

Saves the slide show as a PSF file so you can either view it in its own window or insert it into documents.

Saves two copies of the slide show, one as a PSF file and the other as an HTML file. Both files are linked to the pictures (JPG files).



Scans a picture.

Scans new pictures.

Scans the picture.

Select so that the edge expands and wraps to show more of your picture.

Select the month or months.

Select the time period.

Select the year.

Adjusts the colors so that printout colors approximate those on the screen.



Makes all the text **bold**.

Makes all the text *italic*.

Underlines all the text.

Select this to choose your own width and height.

Applies "transparent" as the finish color.

Applies "transparent" as the start color.

Creates a thumbnail in "My Pictures" for easy access and viewing if you are saving on a removable disk.

Select to customize the size of your crop shape.



Selects a category of Cool Edges.

Selects a ready-to-use object.

Selects all parts of the object except what is currently selected.

Selects one of your own pictures as the background of your new collage.

Selects one of your own pictures or objects.

Selects pictures for a new slide show.

Selects whatever is on the picture pane.

Selects a white background to build your collage on.



Sets the location that you want Picture It! to show first when you click **Get Picture**, and then click **My Picture**.

Sets the resolution and compression of pictures when you save them as *MIX* files.

Shows the current directory structure. Select a folder to see the files either listed or displayed in the picture pane.

The object that you have selected to place on the picture pane.

Standard brush shapes you can use. *Click the arrows to see more.*

Standard brush strokes you can use. [Click the arrows to see more.](#)

Distortion effects you can use. Click the arrows to see more.

Standard edge colors you can use.



Standard edge shapes you can use. Click the arrows to see more.

Standard fill color patterns you can use. Click the arrows to see more.

Standard fill styles you can use. Click the arrows to see more.

Standard kinds of shadows to apply. [Click the arrows to see more.](#)

Standard shapes to select from. Click the arrows to see more.

Standard text bend patterns you can use. [Click the arrows to see more.](#)

Standard text styles you can use. [Click the arrows to see more.](#)

Standard tools you can use for distorting. *Click the arrows to see more.*



Selects all the picture files displayed so they can be added to your Catalog.

#Technical support options.

The yellow ball indicates the color that you are adding to or removing from the selected object.

The beginning date for the picture file search.

The brightness control: You can enter numbers between -100 and +100. Higher numbers increase brightness.

The contrast control: You can enter numbers between -100 and +100. Higher numbers increase contrast.

Color Picker tool: Use this to click a color in your picture if you want to select it as the "reference color" before adjusting the color in the object. The reference color is the color that changes to match the color you click on the Color tool.

The richness control: You can enter numbers between -100 and +100. Higher numbers increase color intensity.



Categories of PictureArt within the main category that you selected.

You scan using the software that came with your scanner. For more help, refer to your scanner's documentation.

Traces an object in the picture.

Turns on the sounds that come with Picture It!

Turns the selected object on its side (270 degrees) so that the top points to the left.

Turns the selected object on its side (90 degrees) so that the top points to the right.

Turns the selected object upside down (180 degrees).

Type a beginning date for the picture file search.



Type a message for the bottom edge.

Type a message for the left edge.

Type a message for the right edge.

Type a message for the top edge.

Type a number to change the distortion direction.

Type an ending date for the picture file search.

Type the date of your picture.

Types of sound that play when your postcard is received.



When **Smart Task Scan** is being used, this option will attempt to automatically correct the brightness and contrast of your picture.

When the flag is green, clicking it connects the ends of your tracing, and then you can adjust the lines of the tracing. When the flag is yellow, clicking it finishes the tracing.

When you click **Recover an area**, whatever you trace next will be added back to the object.

When you click **Trim an area**, whatever you trace next will be removed from the object.

You can customize the colors for your fill color pattern.

You can enter numbers between -100 and +100. Higher numbers increase shadow transparency.

You can enter numbers between -100 and +100. Higher numbers increase edge softness.

You can enter numbers between -100 and +100. Higher numbers increase transparency.



You can enter numbers between -100 and +100. Higher numbers increase sharpness.

You can enter numbers between -100 and +100. Higher numbers increase the edge softness.

You can enter numbers between -99 and +100. Higher numbers increase edge thickness.

You can further customize the cutout color or fill.

You can further customize the shape and texture of your paintbrush.

You can further customize your color.

You can further customize your colors.

You can further customize your edge.



You can further customize your gradient finish color.

You can further customize your gradient start color.

You can further customize your shadow color.

You can further customize your text shadow.

You can select a predefined shape for your object.

Resets your search criteria to the initial settings. The **Reset** button then changes to **Redo**. **Redo** restores the changes.

Orients the page with the short edge to the top.

Orients the page with the long edge to the top.



Lists available page sizes.

When **Custom Size** has been selected, you can increase or decrease the width of your page in small steps.

When **Custom Size** has been selected, you can increase or decrease the height of your page in small steps.

Closes the task pane and carries out the command.

Closes the task pane and cancels any changes you have made.

Proceeds to the next task pane.

Returns to the previous task pane.

Selects a picture for a new e-mail postcard.



Opens an existing e-mail postcard.

Opens the e-mail postcard so you can see it.

Click this to select a path.

Initiates the search.

Each ball represents a different strength level for distorting your image.

Color effects you can use. Click the arrows to see more.

Artistic effects you can use. Click the arrows to see more.

Special effects you can use. Click the arrows to see more.



Standard edge resolutions to choose from.

Opens a sound stored on your computer, a network, a disk, or a CD-ROM.

Type the name of the file you want to find.

Clears the file name you just typed. The **Reset** button then changes to **Redo**. **Redo** restores the file name.

Creates a greeting card that is folded twice vertically. [Click this option to see a preview.](#)

Creates a greeting card that is folded along the top, and also along the side. Click this option to see a preview.

Click to add your pictures to your Catalog.

Click to store your pictures elsewhere on your computer.



Pictures or folders you have selected.

Saves your e-mail postcard to be mailed later.

Initiates a search for your pictures in the folder or catalog you've selected.

Enter numbers to adjust the position of the slider in small increments.

Standard edge designs you can use. Click the arrows to see more.

Click the arrow to choose from available resolutions.

Adds an artistic effect to your text.

Adds a traditional look to your text.



Adds an exotic look to your text.

Text effects to choose from. Click the arrows to see more.

Changes the color of your text.

Changes the content of your text.

Makes a new cutout you can add.

Displays further help topics after scanning.

Does not display further help topics after scanning.

Lists the available folders for Picture It! to look in first when opening pictures. Select the folder you want, and then click **OK**.



## Downloading pictures from a new roll of film at PhotoNet

- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **My Picture**.
- 3 Click the small arrow to the right of **Click a folder**, and then click **PhotoNet**.
- 4 In the list, click **New PhotoNet roll**, and then in the Internet message that appears, click **OK**.
- 5 If you are not currently connected to the Internet, your Internet service provider login screen will appear for you to establish the connection.
- 6 In **Name**, type your name, and in **Film Id**, type the film identification number you received from PhotoNet.

**Note:** The first time you view a roll of film at PhotoNet, a thumbnail of each picture will be stored on the hard drive of your computer.

- 7 To specify the resolution your picture will be downloaded at, click the small arrow to the right of **Picture quality**, and then click **Low**, **Medium**, or **High**.

**Note:** If you choose **High**, you will be charged a download fee.

- 8 To select a picture to download onto your computer, click the thumbnail you want and drag it onto the Filmstrip.

**Tip:** To download more than one picture at a time, hold down CTRL and drag the thumbnails onto the Filmstrip.

- 9 If you are not being billed for the download and you see your picture on the Filmstrip, click **Done**, and then in the Internet logoff reminder message click **OK**.

**Note:** Picture It! will not log off your Internet service provider for you.

—or—

In the **OK to Bill?** message, click **OK** to proceed with downloading your picture to your computer.

### How can I reduce my PhotoNet charges?


- 10 In the **Billing Information Screen**, type your name, address, telephone number, e-mail address, major credit card number, and credit card expiration date. If you want your credit card information to automatically appear next time you use PhotoNet, click **Remember Credit Card Information**.
- 11 To process your billing information, submit a charge to your credit card, and download your picture onto your computer, click **OK**.
- 12 Click **Done**, and in the Internet logoff reminder message, click **OK**.

**Note:** Picture It! will not log off your Internet service provider for you.

## Troubleshooting

### PhotoNet problems

#### Tips

-  What is PhotoNet?
-  What do I need to use PhotoNet's services?
-  Tips on reducing PhotoNet charges

## Downloading pictures from a roll of film that you've already viewed at PhotoNet

- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **My Picture**.
- 3 Click the small arrow to the right of **Click a folder**, and then click **PhotoNet**.
- 4 In the list, click the film identification number you want, and then in the Internet message that appears, click **OK**.
- 5 If you are not currently connected to the Internet, your Internet service provider login screen will appear for you to establish the connection.
- 6 To specify the resolution your picture will be downloaded at, click the small arrow to the right of **Picture quality**, and click **Low**, **Medium**, or **High**.

**Note:** If you choose **High**, you will be charged a download fee.

- 7 To select a picture to download onto your computer, click the thumbnail you want and drag it onto the Filmstrip.

**Tip:** To download more than one picture at a time, hold down CTRL and drag the thumbnails onto the Filmstrip.

- 8 In the **OK to Bill?** message, click **OK** to proceed with downloading your picture to your computer.

### ▶ How can I reduce my PhotoNet charges?

- 9 In the **Billing Information Screen**, type your name, address, telephone number, e-mail address, major credit card number, and credit card expiration date. If you want your credit card information removed from the screen when you're done, click **Remember Credit Card Information** to remove the check mark.
- 10 To process your billing information, submit a charge to your credit card, and download your picture onto your computer, click **OK**.
- 11 Click **Done**, and in the Internet logoff reminder message, click **OK**.

**Note:** Picture It! will not log off your Internet service provider for you.

## Troubleshooting

### ▶ PhotoNet problems

#### Tips


- ▶ What is PhotoNet?
- ▶ What do I need to use PhotoNet's services?
- ▶ Tips on reducing PhotoNet download charges

## Saving your picture at PhotoNet


You can only save at PhotoNet the picture that is currently in the picture pane. To save more than one picture, open each one and repeat this procedure.


- 1 Click the **Workbench** tab.
- 2 Click **Save, Print, & Send**, and then click **Save As**.
- 3 Click the small arrow to the right of **Click a folder**, and then click **PhotoNet**.
- 4 If you are saving your picture to an existing roll of film, in the list, click the film identification number you want.  
—or—  
Click **New PhotoNet roll**.
- 5 In the Internet message that appears, click **OK**.
- 6 If you are not currently connected to the Internet, your Internet service provider login screen will appear for you to establish the connection.
- 7 Click **Save**.
- 8 Type your name, telephone number, and e-mail address where indicated, and then click **OK**.
- 9 If you are not being billed for the upload and you see your picture in the picture pane, in the Images Remaining message click **OK**, and then in the Internet logoff reminder message click **OK**.  
**Note:** Picture It! will not log off your Internet service provider for you.  
—or—  
In the **OK to Bill?** message, click **OK** to proceed with uploading your picture to PhotoNet.  
**Note:** You will be charged an upload fee for the first picture you save to an existing roll of film at PhotoNet. For 30 days thereafter, you can save 5 more pictures to the same roll of film at no charge.
- 10 In the **Billing Information Screen**, type your name, address, telephone number, e-mail address, major credit card number, and credit card expiration date. If you want your credit card information removed from the screen when you're done, click **Remember Credit Card Information** to remove the check mark.
- 11 To process your billing information, submit a charge to your credit card, and upload your picture to PhotoNet, click **OK**.
- 12 In the Internet logoff reminder message, click **OK**.

## Troubleshooting

 [PhotoNet problems](#)

### Tips

 [What is PhotoNet?](#)

 [What do I need to use PhotoNet's services?](#)

## PhotoNet problems

### What is the problem?

- ▶ I can't find my roll of film
- ▶ I can't log on to PhotoNet
- ▶ Missing or incorrect billing information

### For assistance, you can contact PhotoNet at:

- ▶ Phone number: 1-888-FUN-PICS (1-888-386-7427)
- ▶ E-mail: [netpics@photonet.com](mailto:netpics@photonet.com)
- ▶ FAQ web page: <http://home.photonet.com/faq/>

## **I can't find my roll of film**

Verify that the film identification number you typed was correct. If it is, call PhotoNet to locate your film.

## **I can't log on to PhotoNet**

- ▶ If you are connecting to the PhotoNet site with an external modem, make sure it is turned on, and all the cables are completely plugged into the correct outlets.
- ▶ If you are using an internal modem to connect, make sure the telephone line is securely plugged into the correct outlet.
- ▶ If the PhotoNet site on the Internet is temporarily unavailable, try logging on again a little later.
- ▶ Quit Picture It!, start Picture It! a second time, and try logging on to PhotoNet again.

## **Missing or incorrect billing information**

Verify that you have typed correct information in the name, address, and credit card information areas.

## **What is PhotoNet?**

PhotoNet provides one more method for you to get your pictures into Picture It! and then share them with your friends and family members.

PhotoNet digitizes the photographs on your rolls of film, and then stores these high-resolution images on the Internet. Many photofinishing companies now offer PhotoNet's service.

After PhotoNet has processed your pictures, you will receive an e-mail message with a unique film identification number. With this number, you can:

- ▶ View your pictures.
- ▶ Download some or all of the pictures to your computer.
- ▶ Send e-mail to a friend telling them how to view or download your pictures to their computer.
- ▶ Store other pictures from Picture It! on this roll of film on the Internet.

For more information visit the PhotoNet Web site at:

<http://www.photonet.com>

### **Tips**

- ▶ What do I need to use PhotoNet's services?



## **What do I need to use PhotoNet's services?**

Before you can request PhotoNet processing from a photofinishing company, you need:

- ▶ A modem or network connection to the Internet.
- ▶ An Internet service provider (ISP), such as MSN.
- ▶ A major credit card for the billing charges. PhotoNet accepts VISA, MasterCard, American Express, and Diner's Club.

## Tips on PhotoNet's charges

In addition to the processing fee, PhotoNet charges you a minimum fee for downloading pictures to your computer.

Each time you drag a high-resolution picture from PhotoNet to the Filmstrip in Picture It!, you will be charged a minimum download fee. Depending on the size of the image, you may also be charged for downloading a medium-resolution picture.

To reduce the cost of using PhotoNet, try:

- ▶ Using medium or low resolution whenever possible
- ▶ Experimenting to see how many pictures you can download at one time, and still stay within the basic charge. To find the maximum number of images you can download, click a single thumbnail in the preview pane, click **Open**, note the basic charge, and then click **Cancel**. Repeat this procedure, only this time hold down the CTRL and click two thumbnails to download. Continue in this manner, adding one more picture each time, until the billing charge increases.

The first time you add a picture to an existing roll of your film or create a new roll of film at PhotoNet, you are charged a minimum fee. You can then upload up to 35 more pictures without charge.

## Using PhotoNet

What do you want to do?

- Download pictures from a new roll of film
- Download pictures from a roll of film I've already viewed
- Store pictures at PhotoNet

## Downloading a picture from PhotoNet

What are you downloading?

- A new roll of film
- A roll of film I've already viewed

## **Connecting to the Microsoft Picture It! Home Page**

You can download free templates, learn tips and tricks for working with Picture It!, share your own creations, and more on the Picture It! Home Page. To access this site, you need to be able to connect to the Internet using a Web browser such as Microsoft Internet Explorer, and an online service or Internet service provider such as the Microsoft Network.

- 1 Click the **Projects** tab.
- 2 Click **Go Online**, and then click **Microsoft Picture It! Home Page**.

## Opening a picture created by a different program

- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **My Picture**.
- 3 In step 1, make sure **All Picture Files** is visible in the **Display this type of picture** box. If it is not, click the arrow on the right of the **Display this type of picture** box, and then click the file format you want from the list.

**Note:** If you still can't see your picture in the preview pane, then Picture It! cannot open that file type. Start the program that was used to create the picture, open it, and save the picture again in a file format Picture It! can open, such as .BMP.

- 4 Follow the remaining instructions in the task pane, and then click **Open**.

## Switching to another open picture

▶ On the Filmstrip, double-click the picture you want to view in the picture pane.



## Setting your picture size and orientation

In step 1, click **Portrait** if you want your picture to be taller than it is wide, or **Landscape** if you want it to be wider than it is tall.


In step 2, click the print size you want for your picture. You can choose a standard photographic size such as 4 x 6, or you can choose **Fit to Page** so your picture fill as much of the page as possible when it is printed. If you want your picture to be a specific dimension, click **Custom Size**, and type the size you want in the **Height** and **Width** boxes.



## Removing a date stamp

Use the **Remove Scratch** task to quickly and easily remove those irritating date stamps from your pictures.

Center the pointer over the start of the date, drag the box over the entire date, and then click to remove it.

 Removing a scratch

## **Technical support**

If you need more help, go to the Technical Support help topic.

- 1 Click the Help menu, and then click About Microsoft Picture It!
- 2 Click the Tech Support button. You will see information on how to get more help.

**Note:** You might need to move or resize this Help window to see the button.

