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## Opening and Saving Photo Files



1. To open an existing photo file choose **Open File** from the **File** menu or click on the **Open File** icon. The **Open** dialog box will appear.
2. Select the photo file you wish to open and click **OK** (Change the Drive and Directory path if needed.). The selected photo window will appear. You are now ready to modify and enhance the selected photo. Remember to save the photo after modification.
3. To Save an open photo file click on the desired photo window to ensure it is the active window.
4. Choose **Save as/Convert** from the **File** menu or click on the **Save File** icon. The **Save File Options** dialog box will appear.
5. Select the desired **Drive, Directory and File Format**. Type or select a file name and choose any **Bit, Format, Quality, or Compression** options available for the file format selected.
6. Click **OK** after making all selections.

## Creating a Photo Album



1. Choose **Album Builder** from the **File** menu or click on the **Album Builder** icon. The **Album Builder** dialog box will appear.
2. Select the **Drive** and **Directory** that contains the desired photo files to add to the photo album.
3. Scroll to the desired photo file and double-click on the file or click on the desired file and click on **Add**. The selected file will appear in the selected photo album box. You may remove a selected file from the photo album by double-clicking on the selected file or by selecting the file and clicking on **Delete**. This will not delete the file from disk; it simply removes the link.
4. After selecting the desired photo files click **OK**. The photo album will be built and the photo album window will appear.
5. To open a photo from the photo album click on the desired image.
6. When the photo album is closed the **Save** dialog box will appear. Select the **Drive** and **Directory** to save the photo album on. Type an album file name and click **OK**. An album file containing the file name links will be saved. The photo files will remain in their original directories.

## Using Undo



1. After using any **image**, **effects**, or **color** enhancement tool the **Undo** icon is activated.
2. If it is desired to revert back to the previous image click the **Undo** icon or select Undo from the edit menu.

## Rotating a Photo



1. Select the photo to rotate by clicking on the desired photo.
2. Choose **Rotate** from the **Image** menu. Click on the desired rotation or click **Angle** to select any angle. The **Angle** dialog box will appear. Scroll to the desired angle and click **OK**.
3. For 90 degrees left or right click on the desired rotation icon.

## Cropping a Photo



1. Select the photo to crop by clicking on the desired photo.
2. Choose **Crop** from the **Image** menu or click on the **Crop** icon.
3. Move the mouse to the desired starting position (the cursor will appear as a cross-hair). Press the left mouse button and drag the mouse to the ending position and release the mouse button.

**Tip:** To obtain a specific photo size drag to the desired size as shown in the photo size box.

## Resizing a Photo

1. Select the photo to resize by clicking on the desired photo.
2. Choose **Resize** from the Image menu. The Resize dialog box will appear.
3. Scroll to the desired size and click **OK**.

Tip: To obtain a specific photo size, for example 640 x 480, either use Crop and crop to the desired size or use resize to resize one dimension to the desired size and then Crop to obtain the other.

## More Functions ....

Other functions available to modify or enhance a photo image include:



GrayScale



Equalize



Stretch Intensity



Invert



Flip



Reverse

Other variable functions (using a scrollable dialog box) include:

Zoom



Add Noise



Blur



Emboss



Mosaic



Posterize



Sharpen



Resolution



Brightness



Contrast






Gamma Correct



Hue



Saturation

Tip: If the results of one of the above functions do not produce the desired results, click the  Undo icon and try again.

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## Using your Photos in other Applications

- Method 1:** Use **SaveAs/Convert** from the File menu and save your photos in a format that is compatible with the desired application. For Example, Microsoft Word will read image files saved as \*.bmp, \*.wmf, \*.tga, \*.jpg, \*.tif, and \*.pcx formats.
- Method 2:** Select the desired photo. From the **File** menu choose **Copy**. Open the application you wish to add your photo to and after moving the cursor to the desired location choose **Paste** from the **Edit** menu.

## Using your Photo as a Windows Desktop

1. **Crop** and/or **Resize** the desired photo to the resolution of your Windows desktop (typically 640 x 480, or 600 x 800). Using **SaveAs/Convert** from the **File** menu save your photo in the Windows directory as a **.bmp** file, **8 Bits/Pixel** format.

**Windows 3.x:** From the Control Panel choose the Desktop icon. In the Wallpaper area select the photo file to display as wallpaper and select the Center button. Choose **OK**.

**Windows 95:** From the Control Panel choose the Display icon. Select the Background tab and from the Wallpaper area select the photo file to display as wallpaper and select the Center button. Choose **OK**.

## Introduction

PhotoBits is a simple to use yet powerful image enhancement and management application. The Album Builder lets you create photo albums from existing (or scanned) image files without using additional disk space by referencing the directory path to each file. The photo album lets you view your images in small thumbnail sizes to easily find the desired image. Several image enhancement functions are available for improving image quality, adding special effects, cropping, rotating, printing, and saving image files in many popular file formats.

Supported read/write file formats are: BMP (Windows & OS/2), CMP, EPS, JPEG, MSP, PCT, PNG, PCX, PSD, RAS, TGA, TIFF, WMF & WPG.

Support read only file formats are: CALS, CGM, DCX, EPS, FAX, IMG, IOCA, MAC, MPT, MSP, OS2, PCD, & PICT.

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## **Getting Started**

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## Menu Commands

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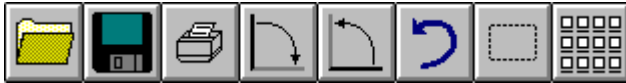
[Window Menu](#)

**About Menu**

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## Toolbar



Open File

Opens the photo file for editing and enhancing.



Save File

Saves the photo file to disk in many image formats.



Print File

Prints the photo file to the selected printer.



Rotate Clockwise

Rotates the selected photo image 90 degrees right.



Rotate Counter-Clockwise

Rotates the selected photo image 90 degrees left.



Undo

Restores photo to previous image.



Cropping a Photo

Use Crop to select only the desired image area.



Album Builder

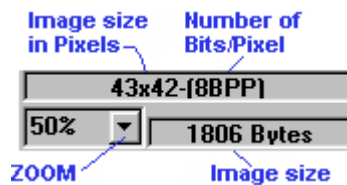
Create a photo album of your favorite photos.

## More tools:

The scroll Dialog box will appear for many of the available enhancements.



Scroll to the desired amount of enhancement and click OK on the Dialog box. The enhanced image will appear in its window.



## File Menu

<u>Open File</u>	Opens the <b>Open File</b> Dialog Box.
<u>Save As/ Convert</u>	Opens the <b>Save as/Convert</b> File dialog Box.
<u>Open Album</u>	Opens the <b>Open Album</b> Dialog Box.
<u>Build Album</u>	Opens the <b>Album Builder</b> Dialog Box.
<u>Print</u>	Opens the <b>Print</b> Image Dialog Box.
<b>Setup</b>	Opens the <b>Print Setup</b> Dialog Box.
<b>Select Source</b>	Selects the TWAIN device for image scanning.
<b>Acquire</b>	Opens the current TWAIN device for image scanning.
<b>Exit</b>	Exits the application.



## Edit menu

- Undo Restores photo to previous image.
- Copy** Copies selected image to the Windows Clipboard.
- Paste** Paste the Windows Clipboard image to the PhotoBits imaging window.

## View Menu

- Normal** Sets the image size to 100%.
- Full Screen** Fills the entire screen with the selected image.  
**Note:** Click the left mouse to return.
- Zoom** Opens the Zoom Dialog Box.

## Image Menu



**Flip** Flips the image.



**Reverse** Reverses the image.



Rotate Rotates the image.

90 degrees

80 degrees

270 degrees

Angle.... Opens the Angle Dialog Box. Allows selection of any rotation angle.



Crop Crops the Image to the selected area.



Resize Opens the Resize Dialog Box. Changes the size (number of pixels) of the image.

## Effects Menu



Add Noise Adds Noise to the image.



Blur Blurs the selected image.



Emboss Embosses the image.



Mosaic Mosaic the image.



Posterize Posterize the image.



Sharpen Sharpen the image.

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## Color Menu



**Gray Scale**      Converts image to 256 gray scale.



**Resolution**      Changes the bits/pixel resolution of the image.



**Brightness**      Changes the brightness of the image.



**Contrast**      Changes the contrast of              the image.



**Gamma Correct**              Adjust the intensity of colors in an image by changing the gamma constant.



**Hue**      Changes the color hue of the image.



**Saturation**      Changes the color saturation of the image.



**Equalize**      Equalizes the image.



**Stretch Intensity** Increases the contrast in an image by centering, maximizing, and proportioning the range of intensity values.



**Invert**      Inverts the image.

## Window Menu

- Cascade** Cascades the open photo files.
- Tile** Tiles the open photo files.
- Arrange** Arranges the minimized photo icons.
- Close All** Closes all open photo files.

## Help Menu

<b>Help</b>	Opens PhotoBits help dialog.
<b>Order</b>	Opens PhotoBits order form.
<b>Register</b>	Opens the PhotoBits registration form.
<b>License</b>	Opens the PhotoBits license form.

## Open Album

1. To open an existing photo album choose **Open Album** from the **File** menu. The Open File dialog box will appear.
2. Select the album file you wish to open and click OK (Change the Drive and Directory path if needed.). The Album Builder dialog box will appear.
3. If you wish to add or remove photo files from the album then:
  - a) Select the **Drive** and **Directory** that contains the desired photo files to add to the photo album.
  - b) Scroll to the desired photo file and double-click on the file or click on the desired file and click on **Add**. The selected file will appear in the selected photo album box. You may remove a selected file from the photo album by double-clicking on the selected file or by selecting the file and clicking on **Delete**. This will not delete the file from disk; it simply removes the link.
4. After selecting the desired photo files click **OK**. The photo album will be built and the photo album window will appear.
5. To open a photo from the photo album click on the desired image.



## Scroll Dialog Box

The Scroll Dialog Box will appear for many of the available enhancements.



Scroll to the desired amount of enhancement and click **OK** on the dialog box. The enhanced image will appear in its window.

**Tip: If the results of the enhancement do not produce the desired result click the Undo icon and try again.**

## Print



1. Select the photo to print by clicking on the desired photo.
2. Choose **Print** from the **File** menu or click on the **Print** icon on the toolbar. The **Print** dialog box will appear.
3. After selecting the desired **Position** and **Size** click on **Print** to print the photo image file.



