

## 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. You may need to restart your computer after you change the settings.
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 at least 30 megabytes of storage space on the hard drive where Windows places temporary files.

To free up disk space, you can:

- Delete any unnecessary files from your computer's hard drive, such as \*.TMP files and old Internet links.
- Empty the Recycle Bin.
- Move files to a removable disk or another hard drive.

## Cannot open picture

Pictures created or worked on in programs other than Picture It! probably use a proprietary format that Picture It! may not be able to open.

- 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.

▶ What file formats can Picture It! open?

▶ 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 that 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, such as \*.TMP files and old Internet links.
- 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.

**Tip:** To see what is running on your computer, you can press CTRL-ALT-DEL on your keyboard. Microsoft Windows Task Manager shows you all the programs that are open, and allows you to close them.

--or--

- Close some of your pictures in Picture It!

## Convert to a catalog folder

If you include your pictures in a *Catalog* and add descriptions to them, then, if you forget the name or location of a picture, you can easily search for it.

Click	If you
Yes	Want Microsoft Media Manager 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

## Copying an object

1 On the Filmstrip, click the picture containing the object you want to copy.

- Where's the Filmstrip?

2 In the Retriever, click the object you want to copy, and then drag it to the picture in the picture pane.

- Where's the Retriever?

3 Move the copy to its new position.

- How?



## Changing color in an object in 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 to select the color you want.

- [Why choose a reference color?](#)

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

- [How?](#)

**Tip:** To prevent changing colors other than those similar to the reference color, first cut out the colors that you want to change.

- [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 to select the color you want.

- Why choose a reference color?

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

- How?

**Tip:** To prevent changing colors other than those similar to the reference color, first cut out the colors that you want to change.

- 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 **Touchup**, 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

Tip: To add color to a small area of your picture, click **Colorize** in **Touchup Painting**.

- How?

## 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. If you do not select a reference color, the Color tool automatically selects the dominant color in your picture or object as the reference color, and this will generally work well.

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 create a new pattern by clicking any part of the design, and changing the color.
- **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). If you want only one part of the picture to change, cut that part out and then use the Color tool to change it.

**Tip:** Make a cutout consisting only of the colors you want to change.

- How?

## 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 In step 2 in the task pane, click a color
- 5 Each type of tool comes with a choice of shapes. If you want, choose a different shape for the tool you picked.

### ● How?

- 6 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 the new task pane, click a shape for your brush.
- 3 Drag in the picture pane to see how the shape you've chosen paints.
- 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.

## Stamping

- 1 Click the **Workbench** tab.
  - 2 Click **Paint & Color Effects**, and then click **Stamping**.
  - 3 In step 1 in the task pane, click one of the three stamping styles.
  - 4 In step 2 in the task pane, click the stamp you want.
- What if I want to use my own stamp?
    - 5 In step 3 in the task pane, click a smaller or larger ball, depending on the size stamp you want.
    - 6 If you want to add transparency, texture, or assign a new color to a stamp, at the bottom of the task pane, click **Customize stamp...**
    - 7 Click the picture in the picture pane 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 stamp 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

If you	Then
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

If you	Then
Are still in the <b>Creative Painting</b> or <b>Stamping</b> task pane and want to erase your last stroke and	Click <b>Undo</b> your last stroke.
Are still in the <b>Creative Painting</b> or <b>Stamping</b> task pane and want to start over and	Click <b>Cancel</b> or <b>Reset</b> .
Have not completed any tasks other than <b>Creative Painting</b> or <b>Stamping</b> since you painted your picture.	<ol style="list-style-type: none"><li>1 Click <b>Paint and Color Effects</b>, and then click <b>Creative Painting</b>.</li><li>2 Select the <b>Eraser</b>, and drag your mouse over the parts of the painting you want to erase.</li></ol>
Have made other changes to your project since you painted your picture.	<ol style="list-style-type: none"><li>1 On the Stack, click the painting containing elements you want to remove.<ul style="list-style-type: none"><li>● <u>Where's the Stack?</u></li></ul></li><li>2 Click the <b>Worbench</b> tab.</li><li>3 Click <b>Pictures and Cutouts</b>, and then click <b>Edit Cutout</b>.</li><li>4 Follow the instructions</li></ol>

in the task  
pane.

### **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 of using these materials.

In general, the two most important things to consider when working with copyrighted materials are:

- You need permission to copy and redistribute other peoples' work. Sometimes obtaining permission will require paying royalties (a fee) and/or obtaining a license.
- Having permission to copy and redistribute often does not include the right to change the picture.

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 allowed to sell any pictures or projects you created by using images or templates that came on the Picture It! CD-ROM. 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.

## **Using the Mouse and keyboard to speed up my work**

- 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

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

### ■ Where's the Stack?

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

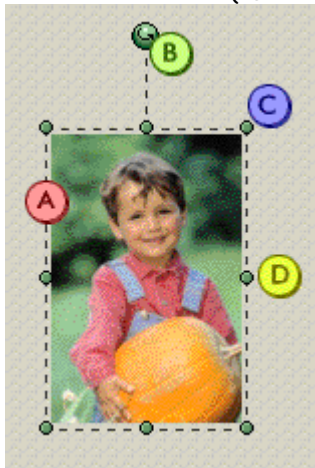


## Keyboard shortcuts: Editing text

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 side handle ("D" below)



### 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 Microsoft Windows

To	Press
Quit Picture It! or close a task pane	ALT+F4
Switch to another program	ALT+TAB
Switch to the Microsoft Windows operating system <b>Start</b> 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 Microsoft 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

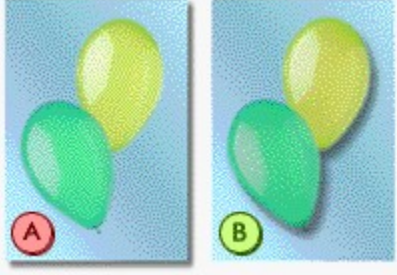




## Adding a shadow

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 Filmstrip, click the picture you want to add a shadow to.
- Where's the Filmstrip?
2. On the Stack, click the background object. (This is usually the bottom picture in the stack.)
- Where's the Stack?
- 3 Drag one of the corner selection handles inward to shrink the picture so that the shadow effect will be visible,.
- How?
- 4 Click the **Workbench** tab.
  - 5 Click **Special Effects**, and then click **Shadow**.
  - 6 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 an object in 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?

There are two reasons why a shadow you added might not be visible in your picture.

- If you add a shadow to an entire picture, an object that overlaps the edges of the picture, you'll need to resize the object in the picture pane before you can see it.
- Resizing an object
- Changing the size and position of a shadow
- If the color of the shadow is similar to the background, you'll need to change the shadow color.
- Change the color, transparency, or edges of the 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 **Customize the shadow**, and follow the instructions in the task pane.

## 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 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 Edges**.

4 Follow the instructions in the task pane.

### Related topics

- [Stamping the edges of an object](#)

### 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 might need to resize it in the picture pane before you can see the special effect.

- Resizing an object

## Undoing a change

<b>If you</b>	<b>Then</b>
Are still in the task pane	Click <b>Cancel</b> or <b>Reset</b> .
Have clicked <b>Done</b> , but made no other changes	On the <b>Edit</b> menu, click <b>Undo</b> .
Want to undo a single effect	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 <b>Click the distortion you want</b> list (no effect), and then click <b>Done</b> . <b>Note:</b> Some effects, such as Illusions, cannot be undone using this technique.
Want to start over	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

<b>If you</b>	<b>Then</b>
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> .
Want to	Select the object

undo a  
single  
effect

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  
**Click the distortion  
you want** list (no  
effect), and then  
click **Done**.

**Note:** Some  
effects, such as  
Illusions, cannot be  
undone using this  
technique.

Want to  
start over

On the **File** menu,  
click **Return to Last  
Save**.

-or-

On the **File** menu,  
click **Close**. When  
asked to save, click  
**No**. Now you can  
reopen your picture.

**Caution:** You will lose  
whatever work  
you've done since  
the last time you  
saved.

## **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 an object in 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
- Changing the default path to your pictures

### What do you want to do next?

- Fix imperfections
- Add text
- Move an object to another picture

## 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

**Note:** Catalogs are part of Microsoft Media Manager, which is an optional part of Picture It!

- What is a Catalog?
- Installing Microsoft Media Manager

## **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.  
-- or --  
If you aren't using the cataloging features, type part of the file name for the picture that you're looking for.
- 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 To limit the folders Picture It! searches, click the name of the first folder that you want to search.
- 5 Click **Search for your picture**.
- 6 Type the name of the file you're 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.

**Remember:** Picture It! only shows files that it can open in the picture pane.



## **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?

- I got a message that there was no camera installed
- My digital camera doesn't show in the task pane
- I can't connect my digital camera to my computer
- My problem isn't listed here

## No Camera Installed error message

- Some digital cameras save their pictures to removable storage devices such as floppy disks or PCMCIA cards. If you have one of these kinds of cameras, follow this procedure to open the pictures.
  - 1 Click the **Workbench** tab.
  - 2 Click **Get Picture**, and then click **My Picture**.
  - 3 Select the drive that contains the storage device from your camera. Then select and open the pictures you want.
- Make sure your camera is turned on and properly connected to the computer. If any connections are loose, if the camera was off, or if the batteries are dead, correct the problem and then restart your computer. Also, verify that the TWAIN software that came with your camera for downloading pictures was installed. Sometimes, cameras come with additional programs, such as other image editing programs.

### Related topics

- [General scanner and camera information](#)
- [What scanners and digital cameras are documented to have problems working with Picture It!](#)
- [I still can't download](#)

## **Nothing happened when I downloaded**

Make sure your camera:

- Is plugged in securely to your computer.
- Is turned on.
- Contains fresh batteries.
- Has pictures stored in its memory.

## 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.
- Use the Picture It! **Shop for Pictures** feature for sources of stock photographs or cutouts.
- Buy a collection of images on CD-ROM.

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

- Shop for pictures
- I can't find a picture in a different Catalog
- Finding pictures on the World Wide Web



**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 as backgrounds for your projects. Use both types of pictures 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?

- Smart Task Scan does not work
- The scan took a very long time
- It scanned too much or too little of my picture
- Picture It! tells me my picture is too large to scan
- The colors are wrong in my scanned picture
- I got a message there was no scanner installed
- My version of TWAIN does not work with Picture It!
- My problem is not listed here

## **How can I check to see if the drivers for my scanner or camera are properly installed?**

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

Scanning a large picture at high resolution takes time. If you're using Smart Task Scan, it takes twice as long, but can save you a lot of time later when you touch up your picture). If you think the process is taking too long, try scanning a smaller picture. As you scan, listen to find out whether your scanner makes three complete passes over your picture (six, if you're using the Smart Task Scan feature). If it does, there is probably nothing wrong. To reduce the scanning time, use **Your scanner software** instead of **Smart Task Scan**, and adjust the scanner settings on your own.

If you still have problems, check to see if the scanner manufacturer has released a newer driver. If so, update your driver.

- [Finding scanner and digital camera manufacturers on the Web](#)

### Related topics

- [General scanner and camera information](#)

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

If you're using the Smart Task Scan feature with 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 solid color.

If you still have problems, here are some other things to try:

- Update your scanner driver to the latest version.
- [Finding scanner and digital camera manufacturers on the Web](#)
- Use **Your scanner software** instead of **Smart Task Scan** and manually select the area to scan.
- Use the Crop task to trim away unwanted edges after you scan.
- [How?](#)

### **Related topics**

- [General scanner and camera information](#)
- [What scanners and digital cameras are documented to have problems working with Picture It!](#)



## **The colors are wrong in my scanned picture**

- If you scanned your picture using the **Correct Brightness and Contrast** feature, try turning it off and scan again. Or, if you didn't use the **Correct Brightness and Contrast** feature when you scanned, try scanning again and using it.
- On the **View Menu**, click **Options**. Then click **Scanner/Camera Options** and select **Normal**.
- Update your scanner driver to the latest version.
- [Finding scanner and digital camera manufacturers on the Web](#)

### **Related topics**

- [General scanner and camera information](#)
- [What scanners and digital cameras are documented to have problems working with Picture It!](#)

## **No scanner installed error message**

Make sure your scanner is properly connected to the computer and is on. If any connections are loose, or if the scanner was off, correct the problem and then restart your computer. Also, verify that the TWAIN software that came with your scanner for scanning pictures was installed. Sometimes, scanners come with additional programs, such as other image editing programs and character recognition programs.

### **Related topics**

- General scanner and camera information
- What scanners and digital cameras are documented to have problems working with Picture It!

## **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.

- What is the web address of my scanner or digital camera manufacturer?

## **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 blemishes

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 & Blemish**.

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 & Blemish**. 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 intensity of the color you selected, drag the slider to the right.  
--or--  
To decrease the intensity of the color you selected, drag the slider to the left.

## Troubleshooting

- What if I change my mind?

## Changing brightness or contrast in an object in a picture

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 **Touchup**, 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.

Tip: To change the brightness and contrast of a small area of your picture, try using **Brightness and Contrast** in **Touchup Painting**.

- How?

### **Troubleshooting**

- What if I change my mind?

## Changing brightness or contrast in the whole picture

1 Click the **Workbench** tab.

2 Click **Touchup**, 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 increase	Drag
Brightness	The upper slider to the right.
Contrast	The lower slider to the right.

## 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.
- How do I crop a picture?

## 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.

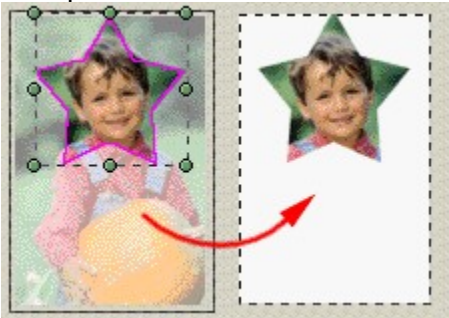


## Cropping the whole picture

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

- 1 Click the **Workbench** tab.
  - 2 Click **Touchup**, 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 an object in a picture

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 **Touchup**, 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.

Tip: To change the tint of a small area of your picture, try using Tint in **Touchup Painting**.

- How?

### **Troubleshooting**

- What if I change my mind?

## Using the Smart Task Fix to automatically fix the 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

If you	Then
Are still in the task pane	Click <b>Cancel</b> or <b>Reset</b> .
Already clicked <b>Done</b> .	On the <b>Edit</b> menu, click <b>Undo</b> .

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

If you want to remove part of the picture, such as an unwanted airplane in a natural skyline, try **Clone Painting** to paint over the airplane by cloning the sky. If you want to remove a spec of dust, a scratch, or a wrinkle from a solid colored background, try **Remove Dust Blemish**, **Remove Scratch**, or **Remove Wrinkle...**

### Tips

- Cloning something out of the picture
- 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.
- 1 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.
- 1 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.
- 1 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 **Mats & 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 & Frames**, 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, send, and organize my pictures and projects
- Use the keyboard and mouse to speed up my work
- Learn about the Picture It! screen
- Solve Problems



## Fixing imperfections

What do you want to do to your picture?

- Repair red eye
- Remove dust or blemish
- Remove a scratch
- Remove a wrinkle
- Correct the tint or color
- Change the brightness or contrast
- Blur or sharpen focus
- Touchup small areas by using the mouse as a paintbrush
- Restoring an old or faded picture
- Remove unwanted parts of the picture

**Tip:** For fast repairs on scanned and downloaded photos, click **Workbench**, click **Touchup**, and then click **Quick Touchup**, which contains all the most frequently needed touchup tasks in one place.

## 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?

- Clone something out of my picture
- Crop the edges of a picture

## Changing something's size or position

What do you want to do?

- Resize it
- Move it
- Use alignment guides to arrange objects
- Rotate it
- Flip it
- Stretch it
- Skew 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
- Change a color picture to black and white
- 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 the edges of an object
- Stamp 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
- Use alignment guides to arrange objects
- Resize it
- Stretch it
- Skew it
- Flip it
- Rotate it



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

What do you want to add?

- A mat
- A frame
- 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?](#)

## Saving pictures

### What do you want to do?

- Save a picture
- Save a picture to put on a Web page
- 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
- Add a new background to a picture
- Use alignment guides to arrange objects
- 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
- An e-mail postcard
- A calendar
- Business materials
- Other fun stuff

## Using a wizard to make a collage

What do you want to do?

- Make a collage using a template
- Make a Photo Album Page
- 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
- Changing the color of a cutout by painting
- Add color to a black and white picture
- Change a color picture to black and white

## Correcting the tint

What do you want to correct?

- The whole picture
- A single object
- Correcting the tint in my picture by painting

## Changing the brightness or contrast

What do you want to change?

- The whole picture
- A single object
- Correcting brightness and contrast in a cutout by painting

## 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
- A stamped edge

## Resizing objects

What do you want to do?

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

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



## **Making an object transparent**

**What do you want to do?**

- Make an entire cutout transparent by using a special effect
- Make part of a cutout transparent by painting

## 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.
- How?
- 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 Microsoft Windows 95 or 98, or NT Workstation 4.0 or later.
- How?
- Post it on the Internet. It can be viewed by anyone with a Web browser.
- How?

## **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?**

Use your mouse to apply any combination of strokes for the effect you want.

Click on the spot where you want to start, and drag to where you want to paint or stamp. If you only want a small dot of color, click where you want to place the color.

## **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.

Zoom in on the area you want to cut out, so that you can see the edge more clearly. Then, click key points along the edge, making sure that the rectangle connecting the points encloses the edge of the object you want to cut out. The Edge Finder will automatically connect those points for you.

To finish selecting the area, click the green flag. To adjust the edge, follow the instructions in the task pane.

If you aren't totally satisfied with the results, try tracing an area on your own. Click *Cancel*, and start over, this time clicking **By tracing an area on my own** in 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, select by color, or use a cookie cutter shape?

- [Play movie: Making a cutout using the edge finder](#)

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
By color selection	To cut out an area that consists of similar colors
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're 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!

<b>Click</b>	<b>If your scanner</b>
<b>Flatbed scanner</b>	Has a flat glass surface on which to lay the picture during scanning.
<b>Other</b>	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.

If you installed Microsoft Media Manager with Picture It!, two Catalogs are created: 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.

**Note:** The Catalog capabilities in Picture It! are provided by Media Manager, which is included with Picture It! as an installation option.

- [Tell me more about Microsoft Media Manager](#)

## 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.
Skew an object	Finish any open task, press ALT, and then drag any side handle ("D" below) horizontally or vertically.

- **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 picture pane 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 the card is</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?

<b>To increase</b>	<b>Click or drag</b>
Brightness	The brightness slider to the right
Contrast	The contrast slider to the right

## 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?**

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 *Microsoft Windows* operating system 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 or wrinkle removal results?

<b>If you</b>	<b>Then</b>
Are still in the task pane and want to undo the last repair	In the task pane, click <b>Undo last action</b> .
Are still in the task pane and want to restore the picture to the way it was before you started this task	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> .
Want to start over	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.

## What if I don't like the spot or blemish removal result?

<b>If you</b>	<b>Then</b>
Are still in the task pane and want to undo the last spot repaired	In the task pane, click <b>Undo last action</b> . <b>Note:</b> This is only available if you are removing dust or spots one at a time.
Are still in the task pane and want to restore the picture to the way it was before	Click <b>Cancel</b> or <b>Reset</b> .

you started  
this task

Have clicked  
**Done**, but  
made no  
other  
changes yet

On the **Edit** menu,  
click **Undo**.

Want to  
start over

On the **File** menu,  
click **Return to Last  
Save**.

-or-

On the **File** menu,  
click **Close**. When  
asked to save, click  
**No**. Now you can  
reopen your picture.

**Caution:** You will lose  
whatever work  
you've done since  
the last time you  
saved.

## 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 center 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**

- [Use alignment guides to arrange your collages](#)
- [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?

<b>Click</b>	<b>If you want to</b>
<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 original picture remains in the place you copied it from.
<b>Create shortcuts</b>	Leave the picture in its original location, but store information about it in the Catalog. <b>Note:</b> Make sure you do not change the names of folders or files that have shortcuts associated with them. If you do, their shortcuts won't work.

## 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

You can look for your pictures within Picture It! by using **Find Pictures**.

### **If you installed Microsoft Media Manager with Picture It!**

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).

### **If you did not install Microsoft Media Manager**

You can search for your pictures by their file names. To find pictures that have common words in their file names, you can include wildcards in your searches:

- Use \* (asterisk) to represent any character or characters in the position where you put the asterisk. For example, typing REDCA\*.MIX might find the files REDCAR.MIX, REDCAB.MIX and REDCABLE.MIX.
- Use ? (question mark) to represent any single character in the position where you put the question mark. For example, typing REDCA?.MIX might find the files REDCAR.MIX, and REDCAB.MIX.

### **Related Topics**

- [What is Microsoft Media Manager?](#)

## **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:

### **If you installed Microsoft Media Manager with Picture It!**

- Extending the date range you specified.
- Checking the spelling of the search words you typed.
- Using more general search words.
- Try looking in other folders.
- What if I still can't find my picture?

### **If you did not install Microsoft Media Manager with Picture It!**

- Try extending your search using wildcards.
- Try looking in other folders.

### **Related Topics**

- What is Microsoft Media Manager?



## **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.

## 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 disk, Zip disk, writable CD, or another external storage device 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 thumbnail pictures or file names of the pictures in the current location.

To work with a picture, click and drag the thumbnail or file name to the Filmstrip, or double-click it. The picture 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 Microsoft Windows operating system **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 that is 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 16-bit color, and at least 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 If the Microsoft Windows operating system Properties dialog box is not already open, right click on the desktop and click Properties. Then click the Settings tab.
- 2 In the **Color palette** box, click **High Color (16 bit)** or higher.
- 3 In the **Desktop area** box, move the slider to at least **800 by 600 pixels**.
- 4 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.

**Note:** If you choose a directory other than **My Pictures**, Picture It! will prompt you to convert the new directory to a catalog folder. Converting the directory to a catalog folder enables the features in the **Organize Pictures** task pane, and requires that you have *Media Manager* installed. You can still change the path to your pictures without converting the directory to a catalog folder.

**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.

**Scanner/Camera options** displays another dialog box with options controlling scanner and digital camera performance.

## Advanced Options

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

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

**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 over the Internet or 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.



## Scanner/Camera Options

Use this dialog box to control the performance settings of your scanner and digital camera.

**Use Standard mode to import my photos** Standard mode is the basic setting for scanners and digital cameras. Select this if you experience problems with your camera or scanner when downloading.

**Use Enhanced mode to import my photos** Enhanced mode takes advantage of advanced methods of using your computer's memory to download faster and reduce the burden on your computer. However, some devices might cause Picture It!, your scanner or camera, or even your computer to freeze. Try using Enhanced mode first, and if you have troubles, switch to Standard mode.

## 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

- 1 In step 1, if you want your picture to be taller than it is wide, click **Portrait**. click **Landscape** if you want it to be wider than it is tall.
- 2 In step 2, click the proportions you want for your picture. If you want your picture to fill as much of the page as possible when printed, click **Fit to Page** . For a picture with standard dimensions, such as standard print size or business card, choose the appropriate dimensions from the list. If you want to create a picture with you own specified dimensions, click **Custom Size**, and click to set 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.

## **Saving a picture**

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

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

## **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 & 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

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

### Related topics

- [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 & Send**, and then click **Save As**.
- 3 Follow the instructions in the task pane. In the **Save as this type** box, click the file format you want.
- 4 If necessary, click **Options** to change the file's default characteristics, such as its dimensions, compression, and data type.

### 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 **Print**, and then click **Print Picture Thumbnails**.
- 3 Follow the instructions in the task pane.

### Tips

- 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 **Active E-mail**, and then click **Slide Show**.
- 3 Follow the instructions in the task pane.

### **Tips**

- Changing the sequence of my pictures in a slide show
- Getting my slide show ready for the World Wide Web
- How do I send a slide show?

## 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**. Picture It! will create a folder using the name you assign to the slide show. The new folder will be in the "For E-Mailing from Picture It!\Slide Shows" folder on your computer. In the new slide show folder, you'll find several files. You need these files to display the slide show properly on a Web page. You can move the files in your slide show folder to a different location, but keep them together in the same folder, and don't change the file names.

The first page of your slide show is named 0.HTM. To start an HTML slide show, open this file in your Web browser.

If you want to link your slide show to an existing Web page, you might need to edit some of the files yourself. If you don't know how to edit HTML files, most bookstores carry a wide selection of books on this subject.

Contact your Web service provider for instructions on posting the slide show files to a server.

## How do I send a slide show?

To send a slide show from within Picture It!, your computer needs to use an e-mail program that supports MAPI (Messaging Application Programming Interface). Check your e-mail program documentation to see if it supports MAPI. The recipient's computer needs to have Microsoft Windows 95 or 98 or NT Workstation 4.0 or later, and any e-mail program capable of receiving messages with attachments.

### ● What if my e-mail program does not support MAPI?

- 1 Click the **Projects** tab.
- 2 Click **Active E-mail**, and then click **Slide Show**.
- 3 Follow the steps for creating the slide show. When you get to step 5, click **A slide show only**.
- 4 In step 1 of the **Save As** task pane, click the folder on your hard disk where you want to store your slide show. In step 3, type a name for your slide show. Then click **Save**.
- 5 Click **Send it via e-mail**.
- 6 In step 1 of the **Save As** task pane, click the folder on your hard disk where you want to store your slideshow. Then, in step 3, type a name for your slide show.
- 7 Click **Save**.

Your e-mail program starts and creates a message that contains the file for your slide show and instructions for viewing.

- 8 Send the message as you would any other e-mail message.

## Tips

### ● Changing the sequence of my pictures in a slide show

## **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 a program that can open JPEG files installed on their computer, such as Microsoft Internet Explorer.

To send a picture from within Picture It!, your computer must use an e-mail program that supports the Messaging Application Programming Interface (MAPI) . Check your e-mail program documentation to see if it supports MAPI.

- 1 Click the **Workbench** tab.
- 2 Click **Save & 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 e-mail program does not support MAPI?

## **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 **Print**, 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 proportion](#)
- [What size should I make my picture?](#)

## **Cropping to a specific proportion**

- 1 Click the **Workbench** tab.
  - 2 Click **Size & Position**, and then click **Crop**.
  - 3 Click **Enter exact proportions for the shape**.
  - 4 Click to find the dimension you want in the **width** and **height** boxes..
  - 5 Drag and resize the opening so that the part of the picture you want to keep appears inside it.
  - 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 proportions 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 proportion
- 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 Microsoft 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 Microsoft 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 **Print**, 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

To get the best quality printouts, make sure the right conditions exist for the pictures you want to print:

- Make sure you download quality pictures. If you are using a scanner, scan at the highest practical resolution available (150-200 ppi usually works well). For the best picture, use **Smart Task Scan**, or, refer to your scanner's documentation for advice on selecting the best resolution.  
For digital cameras, select the highest quality photography setting for the camera. You may not be able to take as many pictures at one time, but the ones you do take will look a lot better when printed.
- Some printers have a feature called color matching that helps correct for differences between onscreen display and printouts. If your printer supports color matching, use it. Sometimes the colors you see onscreen do not match those you see when printed.
- Use the best print quality settings. Picture It! offers up to three different settings in Step 5 of the **Print** task: **Good**, **Better**, and **Best**. Remember, the better your picture looks, the longer it takes to print.
- Reduce the print size. If you want to use the **Best** print quality settings but that option is not available in step 5 of the **Print** task, consider reducing the dimensions of your picture. By reducing the size, Picture It! can use the data in your image more effectively for printing.
- Use good paper. As a rule, pictures do not print well on standard laser printer paper. That's because of the way the ink is absorbed and dried on the paper. Get paper designed for color or photographic printing so your colors are more vibrant. If you have trouble finding the paper you need at your computer store, try going to a camera store.



## Printing problems

### What is the problem?

- Nothing happened when I printed
- I wanted my picture on a different size paper
- I don't like the way Picture It! resized my pictures when I printed reprints
- 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 to see if there is an update to the driver for your printer.
- 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.

**Tip:** Press ENTER on your keyboard while typing text to insert a carriage return while adding text.

## **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 and want to start over	Click <b>Cancel</b> or <b>Reset</b> .
Are still in the <b>Add Text</b> task pane and just want to remove a few letters	In step 1 of the task pane, place your pointer to the right of the letters you want to remove, and then press BACKSPACE on your keyboard.
Have made other changes to your project since adding the paint	On the Stack, click the painting you want to remove, and then press DELETE.

## Changing text color

File format      Compatible programs

Play  
movie:  
Special  
text  
effects

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

Where's  
the  
Stack?

2

Clic

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**Wo**  
**rkb**  
**enc**  
**h**  
tab  
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3

Clic  
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**xt,**  
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What if I  
change  
my mind?

**Chan**  
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## text



Play  
movie:  
Special  
text  
effects

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Where's  
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Stack?

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What if I  
change  
my mind?

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Play  
movie:  
Moving  
and  
resizing

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



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Where's  
the  
Stack?

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



---

---

How?

## **Resizing an object**

■

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---

Play  
movie:  
Moving  
and  
resizing

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

■

---

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Where's  
the  
Stack?

- 2 In the picture pane, drag one of the corner selection handles

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- **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 select



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## **Trou blesh ootin g**

What if I  
change  
my mind?

## **Flipp ing an obje ct in a pict ure**

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clic  
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flip  
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yet cut  
out the  
object I  
want to  
change  
■

Where's  
the  
Stack?

2

Clic  
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**Wo**  
**rkb**  
**enc**  
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## **Trou blesh ootin g**

What if I  
change  
my mind?

## **Rota ting a pict ure**

Play  
movie:  
Moving  
and  
resizing

1

Clic  
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• **Tips**

Rotating  
the quick  
way

• **Trou  
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What if I  
change  
my mind?

**Rota  
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Play  
movie:  
Moving  
and  
resizing

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out the  
object I  
want to  
change

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Where's  
the  
Stack?

2

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Work  
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3

Click  
Size  
&  
Position,  
and  
then  
click  
Rotate  
.

4

Follow  
the  
instructions  
in  
the  
task  
pane.

## ■ **Tips**

Rotating  
the quick  
way

**Trou  
bleshootin  
g**

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  
appear  
s 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?

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e.

## ● **Tips**

Use  
Alignmen  
t Guides  
to  
arrange  
objects

**Movi  
ng  
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whol  
e  
pict  
ure  
to  
anot  
her  
pict  
ure**

1

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Fil  
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rip.

●  
How do I

open a  
picture?

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in  
the  
picture  
pane.  
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**Fillin  
g  
text  
with  
a  
color  
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or a  
pict  
ure**



---

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

- 1 On  
the  
Sta  
ck,  
clic  
k  
the  
tex  
t  
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t  
to  
fill.



---

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

2

Clic  
k  
the

Work  
book  
enrich  
ment  
table

3

Click  
Text  
Color  
and  
the  
background  
color  
of  
the  
text  
box.

4

Follow  
the  
instructions  
in  
the  
task  
panel.

**Trou  
bleshoot  
ing**

What if I  
change  
my mind?

**Bending  
text**

Play  
movie:  
Special  
text  
effects

1 On  
the  
Sta  
ck,  
clic  
k  
the  
tex  
t  
you  
wan  
t  
to  
ben  
d.



Where's  
the  
Stack?

2  
  
Clic  
k  
the  
**Wo**  
**rkb**  
**enc**  
**h**  
tab  
.

3  
  
Clic  
k  
**Te**  
**xt,**  
and  
the  
n  
clic  
k  
**Ben**  
**d**  
**Te**  
**xt.**

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

ht.

■  
Where's  
the  
Stack?

2

Click  
the  
**Work  
bench**  
tab

3

Click  
**Edge  
Effects**,  
and  
then  
click  
**High  
lighted  
Edges**.

4

Follow  
the  
instructions  
in  
the  
task  
pane.

## Troubleshooting

What if I change my mind?

## Adding a Jazz Effect to text

Play movie: Special text effects

- 1 On the Stack, click the text that you want to add a Jazz Effect to.

Where's the Stack?

2

Click

the  
Wo  
rkb  
enc  
h  
tab

3

Clic  
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and  
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in  
the  
tas  
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pan  
e.

**Trou  
blesh  
ootin  
g**

What if I  
change  
my mind?

**Rota  
ting  
the  
quic  
k**

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 counter

rock  
wise.



A  
medium  
border

.

A  
narrow  
border

.

A one-  
page  
calendar for  
the  
month.

A one-  
page  
calendar that  
shows  
three  
consec  
utive  
months

.

A one-  
page  
calendar for  
the  
year.

A  
selection of  
prepared  
phrases for  
your  
edge.

A  
selection of  
design  
edges.

A  
selecti  
on of  
textur  
ed  
edges.

A  
selecti  
on of  
traditi  
onal  
looks  
for  
your  
edge.

A  
Smart  
Task  
that  
automa  
tes the  
proces  
sClick  
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

.

Additi  
onal  
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  
selecte  
d.

Adds  
the  
object  
that  
you  
selecte  
d 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  
Catalo  
g.

Any  
descri  
ptive  
name  
or  
phrase  
for  
your  
picture  
file.

Any  
descri  
ptive  
name  
or  
phrase  
for  
your  
picture  
file.

Any  
descri  
ptive  
word  
or  
phrase.  
Picture  
It! will  
attach  
the  
approp  
riate  
extens  
ion  
(for  
exampl  
e,  
\*.MIX,  
\*.GIF,  
or  
\*.JPG).

Applies  
a color  
filter.

Applies  
decora  
tive  
effect  
s.

Applies  
distort  
ion  
automa  
tically.

Applies  
the  
selecte  
d level  
of  
edge  
softne  
ss 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.

Change  
s the  
hue  
(color)  
by  
moving  
the  
ball  
from 0  
to 359  
degree  
s  
around  
the  
ring.

Change  
s  
setting  
s for  
saving  
the  
picture  
file.  
The  
setting  
s  
availab  
le  
depend  
on the  
file  
type  
that  
you  
select.

Change  
s  
setting  
s for  
the  
selecte  
d  
printer  
(refer  
to your  
printer  
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Change  
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picture  
or  
folder.

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color  
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Change  
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frame'  
s color,  
satura  
tion  
(color  
purity)  
, and  
bright  
ness.

Change  
s the  
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color,  
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tion  
(color  
purity)  
, and  
bright  
ness.

Change  
s the  
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n angle  
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incred  
ents.

Change  
s the  
rotatio  
n to  
the  
angle  
you  
type in

the  
box  
below.

Additional  
controls  
for  
fine-  
tuning  
your  
color  
selection.

Changes the  
wheel  
action  
of the  
Microsoft  
Intelli  
Mouse.  
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  
sugges  
ts  
what  
to do  
after  
you  
have  
placed  
everyt  
hing on  
the  
collage

.

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

.

Choose  
a  
siz  
e  
for  
you  
r  
sav  
ed  
pic  
tur  
e.

On the  
left  
palette

, click  
a color  
you  
want  
to use.  
The  
color  
appear  
s in  
the  
large  
center  
square.  
On the  
right  
palette  
, you  
can  
click a  
differ  
ent  
shade  
of that  
color.  
On the  
left  
palette  
, click  
a  
finish  
color.  
The  
color  
appear  
s in  
the  
large  
center  
square.  
On the  
right  
palette  
, you  
can  
click a  
differ  
ent  
shade  
of that  
color.  
On the  
left  
palette  
, click



a start  
color.  
The  
color  
appear  
s in  
the  
large  
center  
square.  
On the  
right  
palette  
, you  
can  
click a  
differ  
ent  
shade  
of that  
color.

Click  
any  
words  
that  
may be  
associa  
ted  
with  
your  
picture  
file.

Click  
any  
words  
that  
may be  
associa  
ted  
with  
your  
picture  
file.

Click  
the  
green  
flag to  
begin  
fixing  
anothe  
r  
scratc  
h.

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

Click  
this  
after  
you  
have  
selecte  
d the  
object  
on the  
Stack  
that  
you  
want  
to  
move  
forwar  
d.

Click  
this  
after  
you  
have  
selecte  
d the  
object  
on the  
Stack  
that  
you  
want  
to  
move  
backwa  
rd.

Click  
for  
more  
inform  
ation.

Click  
for  
mo

re  
inf  
or  
ma  
tio  
n.

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  
subfol  
der of  
the  
folder  
selecte  
d  
above.

Click  
to  
display  
a Help  
topic  
that

provid  
es  
inform  
ation  
about  
the  
task.

Click  
to  
enter a  
descri  
ption  
for  
the  
saved  
picture  
file.

Click  
to  
hear  
the  
sound  
you  
have  
selecte  
d.

Click  
to  
broade  
n your  
search  
by  
using  
descri  
ptive  
words  
that  
are  
relate  
d to  
your  
initial  
entry.

Click  
again  
to  
keep  
expand  
ing  
your  
search.

Closes  
the

About  
dialog  
box.

Closes  
the  
dialog  
box  
and  
cancels  
any  
change  
s you  
have  
made.

Closes  
the  
dialog  
box  
and  
saves  
the  
new  
options

.

Saves  
your  
picture  
as a  
file of  
the  
selecte  
d type.

Moves  
the  
entire  
picture  
to the  
front  
of the  
collage

.

Copies  
picture  
files  
from  
their  
source  
locatio  
n to  
anothe  
r  
locatio  
n in

your  
Catalo  
g. The  
picture  
files  
then  
exist  
both in  
the  
origina  
l  
locatio  
n and  
the  
destin  
ation  
locatio  
n.

Copies  
the  
selecte  
d  
object  
and  
moves  
it to  
the  
front  
of the  
collage

.

Copyri  
ghts  
and  
credits

.

Create  
s a  
cutout  
in a  
standa  
rd  
shape  
to  
replac  
e the  
picture

.

Create  
s a  
cutout  
in a  
standa

rd  
shape.

Create  
s a  
greetin  
g card  
that is  
folded  
along  
the  
top.

Click  
this  
option  
to see  
a

previe  
w.Crea  
tes a  
greetin  
g card  
that is  
folded  
along  
the  
side.

Click  
this  
option  
to see  
a  
previe  
w.

Create  
s a link  
betwee  
n the  
origina  
l

source  
file  
and  
your  
Catalo  
g  
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**.

Allows you to add different types of shadows to the text.

Delete 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  
softwa  
re  
license  
agreem  
ent,  
with a  
Print  
option.

Display  
s a  
messag  
e when  
the  
screen  
setting  
is:



Less than  
24-bit  
colors.



Less than  
800 x  
600  
screen  
resolutio  
n.

Display  
s in  
the  
previe  
w pane  
miniatu  
re  
version  
s of  
the  
picture  
s.

Display  
s only  
the  
file  
names  
of the  
picture  
s in  
the

current  
directory in  
the  
preview  
pane.

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.

Allows  
you to  
curve  
the  
text in  
a  
circle  
or  
semi-  
circle.  
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

d  
color.

Drag  
toward  
the  
plus  
sign to  
increas  
e  
transp  
arency,  
or  
toward  
the  
minus  
sign to  
decrea  
se  
transp  
arency.

Drag  
toward  
the  
plus  
sign to  
increas  
e the  
bend  
effect,  
or  
toward  
the  
minus  
sign to  
decrea  
se the  
bend  
effect.

Drag  
toward  
the  
plus  
sign to  
curve  
the  
text  
downw  
ard, or  
toward  
the  
minus  
sign to  
curve

it  
upward  
.

Drag  
toward  
the  
plus  
sign to  
increas  
e the  
compre  
ssion  
of a  
JPG  
picture  
, or  
toward  
the  
minus  
sign to  
decrea  
se  
compre  
ssion.

Drag  
toward  
the  
plus  
sign to  
increas  
e the  
directi  
on and  
streng  
th of  
the  
distort  
ion, or  
toward  
the  
minus  
sign to  
decrea  
se it.

Drag  
toward  
the  
plus  
sign to  
increas  
e the  
slide  
show

speed,  
or  
toward  
the  
minus  
sign to  
decrea  
se  
speed.

Drag  
toward  
the  
plus  
sign to  
increas  
e the  
softne  
ss  
along  
the  
edge  
of the  
object.

Drag  
toward  
the  
plus  
sign to  
increas  
e the  
effect,  
or  
toward  
the  
minus  
sign to  
decrea  
se the  
effect.

Drag  
toward  
the  
plus  
sign to  
make  
the  
edge  
design  
thicke  
r, or  
toward  
the  
minus



sign to  
make  
it  
thinner

.

Drag  
toward  
the  
plus  
sign to  
make  
the  
object  
more  
transp  
arent,  
or  
toward  
the  
minus  
sign to  
make  
it less  
transp  
arent.

Drag  
toward  
the  
plus  
sign to  
make  
the  
picture  
sharpe  
r, or  
toward  
the  
minus  
sign to  
make  
it  
blurrie  
r.

Drag  
toward  
the  
plus  
sign to  
make  
the  
shadow  
more  
transp

arent,  
or  
toward  
the  
minus  
sign to  
make  
it less  
transp  
arent.

Drag  
toward  
the  
plus  
sign to  
soften  
the  
shadow  
's  
edge,  
or  
toward  
the  
minus  
sign to  
harden  
the  
shadow  
's  
edge.

Each  
ball  
repres  
ents a  
differ  
ent  
brush  
or  
stamp  
size.

Each  
ball  
repres  
ents a  
differ  
ent  
streng  
th  
level  
for  
the  
tool  
that

remove  
s dust  
from  
your  
picture

.

Each  
ball  
repres  
ents a  
differ  
ent  
width  
for  
the  
tool  
that  
repairs  
scratc  
hes or  
wrinkle  
s on  
your  
picture

.

Each  
ball  
repres  
ents a  
differ  
ent  
width  
for  
the  
Edge  
Finder.

Each  
ball  
repres  
ents a  
differ  
ent  
width  
for  
the  
edge.

Allows  
you to  
add a  
colore  
d  
border  
around

the  
edges  
of the  
text.

Fills  
with a  
color  
patter  
n and  
style.

Fills  
with a  
unifor  
m color  
and  
hue.

Insert  
s a  
picture  
to fill  
the  
object.

High  
compre  
ssion.

High  
resolut  
ion  
(for  
high-  
quality  
prints;  
uses  
more  
hard  
disk  
space).

Identi  
fies  
your  
scanne  
r type  
for  
Picture  
It!

If no  
other  
option  
is  
selecte  
d,  
Picture

It!  
adds  
your  
picture  
s  
based  
on  
their  
curren  
t  
locatio  
n.

Moves  
picture  
files  
from  
their  
source  
locatio  
n to  
anothe  
r  
locatio  
n in  
your  
Catalo  
g. The  
picture  
files  
then  
exist  
only in  
the  
destin  
ation  
locatio  
n.

If you  
choose  
to  
enter  
exact  
propor  
tions,  
type a  
crop  
height.

If you  
choose  
to  
enter  
exact  
propor  
tions,

type a  
crop  
width.

If you  
have a  
flatbed  
d  
scanne  
r, this  
automa  
tically  
locates  
your  
picture  
on the  
scanne  
r bed,  
scans  
it at  
the  
proper  
resolut  
ion,  
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  
sel  
ect  
**Cus  
to  
m  
Siz  
e,**  
typ  
e 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  
shadow  
's  
transp  
arency  
in  
small  
steps.

Increa  
ses or  
decrea  
ses  
shadow  
edge  
softne  
ss in  
small  
steps.

Increa  
ses or  
decrea  
ses  
the  
bright  
ness of  
the  
picture  
from 0  
to 100  
percen  
t in  
small  
steps.

Increa  
ses or  
decrea  
ses  
the  
compre  
ssion in  
small  
steps.

Increa  
ses or  
decrea  
ses  
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 that change the look of your paint or stamps. 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.

Allows you to change the

text  
color,  
or to  
replac  
e the  
color  
with a  
picture  
or  
color  
patter  
n.

Keeps  
the  
origina  
l  
propor  
tions  
as you  
adjust  
the  
size.

Leaves  
picture  
s  
availab  
le on  
the  
Filmstr  
ip.

You  
can  
apply  
distort  
ion.

You  
can  
trace  
the  
object  
yourself.

Lists  
file  
types  
that  
Picture  
It!  
support  
s.  
When  
you  
click a

file  
type,  
only  
files  
of that  
type  
appear.

Lists  
print  
resolut  
ion  
with  
compar  
ative  
print  
time.

Lists  
ready-  
to-use  
collage  
s. Lists  
ready-  
to-use  
backgr  
ounds  
for a  
new  
collage

.

Lists  
ready-  
to-use  
object  
s.

Lists  
the  
availab  
le  
compre  
ssion  
options  
for  
this  
file  
format

.

Lists  
the  
availab  
le  
drives  
and  
folder

s.

Lists  
the  
availab  
le  
drives.

Lists  
the  
availab  
le  
fonts.

Lists  
the  
camera  
s,  
scanne  
rs, and  
other  
optical  
device  
s that  
are set  
up on  
your  
comput  
er.

Lists  
the  
print  
resolut  
ion  
options  
("Good  
"

prints  
faster)

.

Lists  
the  
print  
size  
options

.

Lists  
the  
print  
size  
units  
(inches  
or  
centim  
eters).

Lists the printers that are set up on your computer.

The category of Picture Art to be displayed in the preview 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  
inform  
ation,  
refer  
to your  
digital  
camera  
docum  
entatio  
n.

Search  
es for  
your  
picture  
s in  
the **My  
Picture  
s**  
catalog  
using  
descri  
ptions  
and  
dates.

You  
can  
add a  
picture  
from  
the  
Filmstr  
ip or  
access  
more  
options  
for  
openin  
g a  
picture  
not  
locate  
d on  
the  
Filmstr  
ip.

Low  
compre  
ssion.

Low  
resolut  
ion  
(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  
manuall  
y  
select  
discolo  
red  
eyes.

Mediu  
m  
compre  
ssion.

Mediu  
m  
resolut  
ion.

Moves  
or  
copies  
a  
picture  
into an  
existin  
g 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  
Picture  
Art  
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.

Starts  
Print  
Reprints,  
where  
you  
can  
print  
several  
copies  
of your  
completed  
project  
on a  
single  
page.

Starts  
Print,  
where  
you  
can  
print  
out  
your  
completed  
project.

Starts  
Save,  
where  
you  
can  
save  
your  
comple  
ted  
projec  
t for  
future  
refere  
nce.

Paints  
the  
frame  
a  
neutral  
color.

Paints  
the  
frame  
the  
comple  
mentar  
y 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  
comple  
mentar  
y color  
of the

picture  
's main  
color.

Paints  
the  
mat  
the  
main  
color  
in the  
picture

.  
Perman  
ently  
remove  
s a  
picture  
from  
your  
comput  
er.

Places  
the  
selecte  
d  
picture  
on the  
Filmstr  
ip (if  
it's  
not  
alread  
y  
there)  
and in  
the  
picture  
pane.

If you  
want  
to  
place  
more  
than  
one  
picture  
on the  
Filmstr  
ip,  
drag  
the  
picture  
s

there,  
and  
then  
click  
**Done.**

Places  
your  
cutout  
on a  
white  
backgr  
ound  
separa  
te  
from  
your  
picture  
. Click  
to  
remove  
the  
check  
mark  
and  
keep  
your  
cutout  
with  
your  
origina  
l  
picture  
.

Prints  
a  
layout  
contain  
ing a  
mixtur  
e of  
picture  
s.

Prints  
a  
layout  
contain  
ing  
more  
than  
one  
copy  
of the  
same

picture

.

Prints  
the  
picture

.

Prints  
the  
projec  
t on a  
page  
that is  
taller  
than it  
is  
wide.

Prints  
the  
projec  
t on a  
page  
that is  
wider  
than it  
is tall.

Prints  
thumb  
nails  
of the  
picture  
s  
curren  
tly  
open  
on the  
Filmstr  
ip.Print  
s  
thumb  
nails  
of your  
picture  
s with  
their  
names  
display  
ed  
undern  
eath.

Prints  
thumb  
nails  
of your

picture  
s  
withou  
t  
display  
ing  
names  
undern  
eath.

Type  
the  
text  
you  
want  
to add  
to your  
picture  
.

Remov  
es all  
picture  
s from  
the  
Filmstr  
ip.

Remov  
es dust  
or  
spots  
from  
selecte  
d  
areas  
of your  
picture  
.

Remov  
es dust  
or  
spots  
from  
the  
entire  
picture  
.

Remov  
es the  
selecte  
d  
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 the  
original  
values.

Returns

s the  
last  
selected  
picture  
or  
folder  
to the  
previous  
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

degree  
s (the  
top  
becom  
es the  
bottom  
and  
the  
left  
becom  
es the  
right).

Saves  
any  
change  
s you  
have  
made  
and  
closes  
the  
task  
pane.

Saves  
hard  
disk  
space..

You'll  
need  
to  
recrea  
te  
cutout  
s if  
you  
want  
to  
move  
or  
change  
them  
later.

Lists  
the  
availab  
le  
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  
objects  
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  
docum  
ents.

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  
picture  
s (JPG  
files).

Scans  
a  
picture  
.

Scans  
new  
picture  
s.

Scans  
the  
picture  
.

Select  
so that  
the  
edge  
expand  
s and

wraps  
to  
show  
more  
of your  
picture

.

Select  
the  
month  
or  
months

.

Select  
the  
time  
period.

Select  
the  
year  
for  
your  
calendar.

Adjust  
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.

Create  
a  
thumbnail in  
**My  
Picture**  
so you  
can  
easily  
access  
and  
view  
your  
pictures  
no  
matter  
where  
you  
saved  
them.

Select  
to  
customize  
the  
size  
of  
your  
crop  
shape.

Select  
s a  
catego  
ry of  
Cool  
Edges.

Select  
s a  
ready-  
to-use  
object.

Select  
s all  
parts  
of the  
object  
except  
what is  
curren  
tly  
selecte  
d.

Select  
s one  
of your  
own  
picture  
s as  
the  
backgr  
ound  
of your  
new  
collage  
.

Select  
s one  
of your  
own  
picture  
s or  
object  
s.

Select  
s  
picture  
s for a  
new  
slide  
show.

Select  
s



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

t  
direct  
ory  
struct  
ure.  
Select  
a  
folder  
to see  
the  
files  
that  
are  
either  
listed  
or  
display  
ed in  
the  
previe  
w  
pane. T  
he  
object  
that  
you  
have  
selecte  
d to  
place  
in the  
picture  
pane.  
Stroke  
shapes  
you  
can use  
to  
paint  
on your  
picture  
. Click  
the  
arrows  
to see  
more.  
Stand  
ard  
brush  
stroke  
s you  
can  
use.  
Click

the  
arrows  
to see  
more.

Distor  
tion  
effect  
s you  
can  
use.

Click  
the  
arrows  
to see  
more.

Stand  
ard  
edge  
colors  
you  
can  
use.

Stand  
ard  
edge  
shapes  
you  
can  
use.

Click  
the  
arrows  
to see  
more.

Stand  
ard fill  
color  
patter  
ns you  
can  
use.

Click  
the  
arrows  
to see  
more.

Stand  
ard 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  
patterns  
you  
can  
use.

Click  
the  
arrows  
to see  
more.

Standard  
text  
styles  
you  
can  
use.

Click  
the  
arrows  
to see  
more.

Standard

rd  
tools  
you  
can use  
for  
distort  
ing.  
Click  
the  
arrows  
to see  
more.  
Select  
s all  
the  
picture  
files  
display  
ed so  
they  
can be  
added  
to your  
Catalo  
g.

#Tech  
nical  
suppor  
t  
options  
.

The  
yellow  
ball  
indicat  
es the  
color  
that  
you  
are  
adding  
to or  
removi  
ng  
from  
the  
selecte  
d  
object.  
The  
beginni  
ng

date  
for  
the  
picture  
file  
search.

The  
bright  
ness  
control  
: You  
can  
enter  
numbe  
rs  
betwee  
n -100  
and  
+100.  
Higher  
numbe  
rs  
increas  
e  
bright  
ness.

The  
contra  
st  
control  
: You  
can  
enter  
numbe  
rs  
betwee  
n -100  
and  
+100.  
Higher  
numbe  
rs  
increas  
e  
contra  
st.

Color  
Picker  
tool:  
Use  
this to  
select  
a color

in your picture to use 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 Picture Art

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  
selecte  
d  
object  
on its  
side  
(90  
degree  
s) so  
that  
the  
top  
points  
to the  
right.

Turns  
the  
selecte  
d  
object  
upside  
down  
(180  
degree  
s).

Type a  
beginni  
ng  
date  
for  
the  
picture  
file  
search.

Type a  
messag  
e for  
the  
bottom  
edge.

Type a  
messag  
e 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  
attemp  
t to  
automa  
tically  
correc  
t the  
bright  
ness  
and  
contra  
st of  
your  
picture

.

When  
the  
flag is  
green,  
clickin  
g it  
connec  
ts the  
ends  
of your  
tracing  
, and  
then  
you  
can  
adjust  
the  
lines  
of the  
tracing

. When  
the  
flag is  
yellow,  
clickin  
g it  
finishe  
s 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  
numbe  
rs  
betwee  
n -100  
and  
+100.  
Higher  
numbe  
rs  
increas  
e edge  
softne  
ss.

You  
can  
enter  
numbe  
rs  
betwee  
n -100  
and  
+100.  
Higher  
numbe  
rs  
increas  
e  
transp  
arency.

You  
can  
enter  
numbe  
rs  
betwee  
n -100  
and  
+100.  
Higher  
numbe  
rs  
increas  
e  
sharpn  
ess.

You  
can  
enter  
numbe  
rs  
betwee

n -100  
and  
+100.  
Higher  
numbe  
rs  
increas  
e the  
edge  
softne  
ss.

You  
can  
enter  
numbe  
rs  
betwee  
n -100  
and  
+100.  
Higher  
numbe  
rs  
increas  
e edge  
thickn  
ess.

You  
can  
furthe  
r  
custom  
ize the  
cutout  
color  
or fill.

You  
can  
furthe  
r  
custom  
ize the  
shape  
and  
textur  
e of  
your  
paintbr  
ush.

You  
can  
furthe  
r

custom  
ize  
your  
color.

You  
can  
furthe  
r  
custom  
ize  
your  
colors.

You  
can  
furthe  
r  
custom  
ize  
your  
edge.

You  
can  
furthe  
r  
custom  
ize  
your  
gradie  
nt  
finish  
color.

You  
can  
furthe  
r  
custom  
ize  
your  
gradie  
nt  
start  
color.

You  
can  
furthe  
r  
custom  
ize  
your  
shadow  
color.

You

can  
furthe  
r  
custom  
ize  
your  
text  
shadow

.

You  
can  
select  
a  
predef  
ined  
shape  
for  
your  
object.

Catego  
ries of  
ready-  
to-use  
KODA  
K  
IMAG  
E  
MAGI  
C  
Custom  
Creati  
ons.

Lists  
the  
sizes  
and  
format  
s of  
high-  
quality  
prints  
of your  
projec  
t that  
you  
can  
order  
from  
Kodak.

Makes  
a 5-by-  
7-inch  
print.



Makes  
an 11-  
by-14-  
inch  
print.

Makes  
an 8-  
by-10-  
inch  
print.

Initiat  
es the  
KODA  
K  
IMAG  
E  
MAGI  
C Print  
Servic  
e

softwa  
re,  
where  
you  
can  
find  
new  
KODA  
K  
IMAG  
E  
MAGI  
C  
Custom  
Creati  
ons.

Initiat  
es the  
KODA  
K  
IMAG  
E  
MAGI  
C Print  
Servic  
e  
softwa  
re,  
where  
you  
can  
order  
your

photographic-quality prints.

Type your own text to replace what's on the KODAK IMAGE MAGE Custom Creations template.

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.

Proceed  
s to the  
next  
task  
pane.Re  
turns to  
the  
previous  
task  
pane.

Use a  
predesi  
gned  
backgro  
und for  
a new e-  
mail  
postcar  
d.

Opens  
an  
existing  
e-mail  
postcar  
d.

Opens  
the e-  
mail  
postcar  
d so you  
can see  
it.

Click  
this to  
select a  
path.

Initiat  
es the  
search.

Each  
ball  
repres  
ents a  
differ  
ent  
streng  
th  
level  
for

distort  
ing  
your  
image.

Color  
effect  
s you  
can  
use.  
Click  
the  
arrows  
to see  
more.

Artisti  
c  
effect  
s you  
can  
use.  
Click  
the  
arrows  
to see  
more.

Special  
effect  
s you  
can  
use.  
Click  
the  
arrows  
to see  
more.

Standa  
rd  
edge  
resolut  
ions to  
choose  
from.

Opens  
a  
sound  
stored  
on your  
comput  
er, a  
networ  
k, 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  
previe  
w.

Click  
to add  
your  
picture  
s to  
your  
Catalo  
g.

Click  
to  
store  
your  
picture  
s  
elsewh  
ere on  
your  
comput  
er.

Picture  
s or  
folder  
s you  
have  
selecte  
d.

Saves  
your e-  
mail  
postca  
rd to  
be  
mailed  
later.

Initiat  
es a  
search  
for  
your

picture  
s in  
the  
folder  
or  
catalog  
you've  
selecte  
d.

Enter  
numbe  
rs to  
adjust  
the  
positio  
n of  
the  
slider  
in  
small  
incred  
ents.

Stand  
ard  
edge  
design  
s you  
can  
use.

Click  
the  
arrows  
to see  
more.

Click  
the  
arrow  
to  
choose  
from  
availab  
le  
resolut  
ions.

Adds  
an  
artisti  
c  
effect  
to your  
text.

Adds a  
traditi



onal  
look to  
your  
text.

Adds  
an  
exotic  
look to  
your  
text.

Text  
effect  
s to  
choose  
from.  
Click  
the  
arrows  
to see  
more.

Change  
s the  
color  
of your  
text.

Change  
s the  
conten  
t of  
your  
text.

Makes  
a new  
cutout  
you  
can  
add.

Display  
s  
furthe  
r help  
topics  
after  
scannin  
g.

Does  
not  
display  
furthe  
r help  
topics  
after  
scannin

9.  
Lists  
the  
availab  
le  
folder  
s for  
Picture  
It! to  
look in  
first  
when  
openin  
g  
picture  
s.

Select  
the  
folder  
you  
want,  
and  
then  
click  
**OK**.

The  
differ  
ent  
ways  
you  
can  
apply  
stamps  
to your  
picture  
.

You  
can  
select  
your  
own  
picture  
s or  
cutout  
s to  
use as  
stamps  
.

Drag  
toward  
the  
plus  
sign to

make  
the  
picture  
bright  
er, or  
toward  
the  
minus  
sign to  
make  
it  
darker.

Drag  
toward  
the  
plus  
sign to  
increas  
e the  
contra  
st, or  
toward  
the  
minus  
sign to  
reduce  
it.

Drag  
toward  
the  
plus  
sign to  
empha  
size  
the  
bright  
er  
parts  
of your  
picture

,  
causing  
the  
shadow  
y areas  
to  
stand  
out.

Drag  
to the  
left to  
empha  
size  
the

darker  
parts  
of your  
picture

,  
causing  
the  
shadow  
s to  
blend  
into  
the  
picture

.  
Flips  
the  
effect  
so that  
the  
right  
edge is  
on the  
left  
side  
and  
the  
left  
edge is  
on the  
right.

Flips  
the  
effect  
so that  
the  
top is  
on the  
bottom  
and  
the  
bottom  
is on  
the  
top.

You  
can  
furthe  
r  
custom  
ize the  
textur  
e and  
transp

arency  
of your  
stamps  
. If  
you're  
using a  
simple  
shape,  
you  
can  
also  
change  
its  
color.

Use  
the  
colors  
of the  
cutout  
for  
the  
edge.

Adjust  
the  
bright  
ness  
and  
contra  
st of  
your  
picture  
so that  
it  
appear  
s more  
crisp  
and  
vivid.

Adjust  
the  
colors  
in your  
image  
so that  
they  
appear  
more  
natural  
.

Trim  
unwant  
ed  
edges

from  
your  
picture

.

Reorient the  
picture if it's  
crooked,  
upside  
down,  
or in  
its  
side.

Correct red  
eye,  
caused  
by  
flash  
photography.

Lighten or  
darken  
areas  
in your  
picture  
by  
using  
your  
mouse  
as a  
paintbrush.

Change  
the  
color  
of  
areas  
in your  
picture  
by  
using  
your  
mouse  
as a  
paintbrush.

Adjust  
the  
colors

in  
areas  
of your  
picture  
so  
they  
appear  
more  
natural  
by  
using  
your  
mouse  
as a  
paintbr  
ush.

Make  
areas  
of your  
picture  
more  
or less  
transp  
arent  
by  
using  
your  
mouse  
as a  
paintbr  
ush.

Click  
to  
smooth  
ly  
blend  
the  
edges  
that  
you  
touche  
d up  
with  
the  
area  
that  
you  
left  
unchan  
ged.

Click  
to  
show a

distinct edge between the area that you touched up and the area that you left unchanged.

Automatically determines the best adjustments needed to restore your damaged photo.

Click to create a thumbnail-sized picture. These pictures can serve as references or navigational cues to other pages or pictures.



s on  
your  
web  
site.  
Click  
to  
create  
a  
mediu  
m-  
sized  
picture  
. These  
picture  
s may  
lose  
some  
detail  
but will  
downlo  
ad  
more  
quickly  
than  
the  
larger  
size.  
Click  
to  
create  
a large  
picture  
. These  
picture  
s will  
take  
longer  
to  
downlo  
ad but  
contain  
the  
best  
detail.  
This  
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page.

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Better  
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longer  
to  
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Click if  
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to  
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on the  
picture  
pane  
into  
the  
collage

.  
Click  
to cut  
a  
section  
out of  
the  
picture  
in the  
picture  
pane  
that  
you  
want  
to add  
to the

collage

Apply  
side-  
by-  
side  
stamps  
to your  
picture

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Apply  
stamps  
that  
have  
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overlap  
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to your  
picture

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Apply  
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Use  
Picture  
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from  
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It! CD  
to  
create  
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stamp.

Click  
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rest of  
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picture  
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Hard  
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Select  
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want  
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begin  
each  
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with.

Create  
a new  
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your  
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e  
picture  
s to  
store  
at  
Kodak  
Photo  
Net.

Place  
all the  
picture  
s in  
the  
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d roll  
on the  
Filmstr  
ip.

Save  
the  
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Click  
to add  
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across  
the  
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pane.

Click  
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to  
remove  
from  
the  
picture  
pane.

Click  
to  
remove  
all



Alignm  
ent  
Guides  
from  
the  
picture  
pane.

Click  
to  
remove  
the  
picture  
in the  
picture  
pane  
from  
the  
Filmstr  
ip. If  
you've  
made  
change  
s to  
the  
picture  
, you'll  
be  
asked  
if you  
want  
to save  
them  
before  
closing.

Send  
only  
the  
picture  
in the  
picture  
pane  
to be  
printe  
d at an  
online  
service

Send  
all the  
picture  
s on  
the  
Filmstr  
ip to

be  
printed at an  
online  
service

Place  
other  
pictures onto  
the  
Filmstrip  
by  
opening,  
scanning,  
or  
downloading  
them  
from a  
digital  
camera

. You  
can  
also  
close  
pictures  
currently  
open  
on the  
Filmstrip.

You  
can  
create  
an  
object  
by  
using  
its  
colors.

You  
can  
select  
more  
colors  
to cut  
out of  
the  
picture

.

You  
can  
remove  
some  
of the  
selected  
colors  
from  
the  
cutout.

Only  
cut out  
areas  
with  
similar  
colors  
if they  
are  
connected to  
where  
you  
click.

Cut  
out all  
areas  
in the  
picture  
that  
contain  
the  
colors  
you  
select.

Click  
or  
drag  
over  
the  
picture  
to  
select  
the  
colors  
you  
want  
to cut  
out.

Drag  
toward  
the  
plus

sign to  
select  
a  
larger  
range  
of  
similar  
colors,  
or  
toward  
the  
minus  
sign to  
select  
a  
smaller  
range.

Increa  
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select  
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steps.

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the  
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from  
the  
rest of  
your  
picture  
. Click  
the  
arrows  
to see  
more.

Conver

t your  
picture  
into a  
black  
and  
white  
picture  
.

Design  
your  
own e-  
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using  
your  
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picture  
s.

Resize  
the  
picture  
so it's  
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suited  
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Resize  
the  
picture  
so it's  
well  
suited  
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onscre  
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Send  
the  
picture  
by  
using  
its  
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Have  
Picture

It!  
create  
an e-  
mail  
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e and  
attach  
the  
picture  
for  
you.

Save  
the  
picture  
to your  
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so you  
can  
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Click  
the  
arrows  
to see  
more.

Click  
to stop  
playing  
the  
sound  
you've  
selecte  
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Special  
effect  
s you  
can use  
to  
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size  
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selecte  
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object.

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Change  
the  
locatio  
n in  
your  
picture  
that  
you  
want  
to

start  
cloning  
from.

Shows  
the  
rolls of  
pictures  
you  
have  
stored  
online.  
Select  
a roll  
to see  
its  
contents  
in  
the  
picture  
pane.

Saves  
the  
slide  
show,  
so it  
can be  
displayed  
on  
computers  
that  
don't  
have  
Picture  
It!  
installed  
on  
them.

Erase  
some  
of the  
stamps  
you  
just  
stamped.  
(You  
cannot  
return  
to  
erase  
stamps  
if  
you've



completed a different task after the **Stamping** task.)

Select if you experience difficulty scanning or downloading from your digital camera

.

Select to enhance memory usage when scanning or downloading pictures from your digital camera

.

Enhanced performance also improves the way your computer uses

memory during these activities.

Changes your scanner and digital camera software performance settings. (Bug 1794)

Selects all the pictures in the current catalog for printing

Different stamps or shapes that you can use.

Click the arrows to see more

Use with vertical fonts to align text across

the  
top.  
Text  
will  
flow  
from  
top to  
bottom  
, left  
to  
right.

Use  
with  
vertica  
l fonts  
to  
center  
text  
vertica  
lly.

Text  
will  
flow  
from  
top to  
bottom  
, left  
to  
right.

Use  
with  
vertica  
l fonts  
to  
align  
text  
along  
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. Text  
will  
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top to  
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Additi  
onal  
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colors  
in the  
text.

Enter  
your  
name.

Enter  
your  
phone  
number.

Remember to  
include  
your  
area  
code.

If you  
live  
outside  
the  
United  
States  
, be  
sure to  
include  
your  
country  
code.

Enter  
your e-  
mail  
address.

Enter  
your  
street  
address  
as it  
appears  
on  
the bill  
for  
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country as it  
appears on  
the bill  
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the  
credit  
card  
you're  
using  
for  
this  
transaction.

Enter  
your  
credit  
card  
number  
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exactly  
as it  
appears on  
your  
credit  
card.

Enter  
the  
month  
and  
year  
on  
which  
your  
credit  
card  
expires.

Check  
to  
retain  
the  
information  
entered in  
this  
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box  
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Clear  
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Type  
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to add  
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**g roll**  
list.

## **Con necti ng to the Micr osof t Pict ure It! Hom e 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**

## Changing the default path to your pictures in Picture It!

If you keep your frequently used pictures in a folder that is not the **My Pictures** folder, you can instruct Picture It! to look in that folder first:

- 1 On the **View** menu,

click  
Options.

- 1 In the Path to my pictures box, type the complete path for the desired folder, and then click OK.

**Note:**  
If you installed Microsoft Media Manager, and the folder you specify

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Catalo  
g  
folder,  
Picture  
It! may  
ask if  
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t it to  
one.  
Click  
**Yes.**

Tell me  
more  
about  
Microsof  
t Media  
Manager

**I  
can't  
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Installing  
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My  
Computer,  
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n  
double-  
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your  
CD-  
ROM  
drive  
icon.

4

Click  
Set  
up.

5

In  
the  
Picture  
It  
Set  
up  
screen

,  
click  
**Install  
Media  
Manager  
Catalogin**

9.

6

Follow  
the  
instructions

## **Creating my own stamp**

You  
can use  
any  
picture  
you  
want  
to as a  
stamp.  
For  
best  
results  
, use  
simple  
cutouts  
that  
will  
retain  
their  
detail  
when  
they're  
reduced.  
After  
you  
create  
a  
stamp,  
it will  
always  
be  
available



le for  
you to  
use  
with  
Picture  
It!

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3

Follow the instructions in the task pane.

**Note:**

If you select a Picture It! picture that has more than one object in it, Picture It! automatically combines all the

obj  
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int  
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for  
the  
sta  
mp.

■

What if I  
want to  
delete a  
stamp I  
created?

## **Sta mpin g the edge s of an obje ct**

- 1 On the **Sta**ck, click the object you want to add a stamped edge to.

■ I  
haven't  
yet cut  
out the  
object I

want to  
change

Where's  
the  
Stack?

2

Clic  
k  
the  
**Wo**  
**rkb**  
**enc**  
**h**  
tab  
.

3

Clic  
k  
**Edg**  
**e**  
**Eff**  
**ect**  
**s,**  
and  
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clic  
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**Sta**  
**mp**  
**ed**  
**Edg**  
**es.**

4

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## • Tips

What if I  
want to  
use my  
own  
stamp?

Troubleshooting

What if I  
change  
my mind?

**Use  
align  
men  
t  
guid  
es to  
arra  
nge  
obje  
cts**

Alignment guides are non-printing horizontal or vertical lines that you can place over your pictures while you align or place objects. When

you  
drag  
the  
edge  
of an  
object  
near an  
alignm  
ent  
guide,  
it  
snaps  
to the  
guide  
for  
precise  
placem  
ent.

1

Clic  
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2

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To move an existing guide, place your mouse over the guide, and then drag the guide to the desired location.

**Tip:** You can hide and show guides by clicking  
**Alignment Guides** on the **View** menu.

**What file formats can Pict**

## ure It! open ?

Here is a list of the file formats (along with programs that work with them) that Picture It! can open.

### File extension

.bmp	Microsoft Windows operating system bitmap	Most Microsoft Windows image editing programs
.fpx	Flashpix	Newer image editing programs
.jpg	JPEG (Joint Photographic Expert Group)	Most image editing programs, especially those designed for the Web
.png	Portable Network Graphics	Newer Microsoft Windows image editing programs.
.tif	Tagged Image File Format	Most image editing programs
.gif	Graphics Interchange Format	Most image editing programs, especially those designed for the Web
.pcx	PC Paintbrush	Most Microsoft Windows image editing



.tga	Targa	programs Most Microsoft Windows image editing programs
.dxf	AutoCAD Format 2- D	AutoCad. But Picture It! can't open .dxf files that use wireframes or other 3-D modeling features
.cdr	CorelDraw	CorelDraw. But Picture It! doesn't preserve the layers created in CorelDraw
.eps	Encapsulat ed PostScript	Most desktop graphics programs used for desktop publishing. Picture It! can only open .eps files that contain preview information in the header
.emf	Enhanced Metafile	Common format for clipart
.pcd	Kodak Picture CD	Kodak proprietary. Used in older Kodak photo CDs
.pct	Macintosh Picture	Most graphics programs for Apple computers
.drw	Micrografx Designer	Micrographx graphics programs
.wmf	Microsoft Windows Metafile	Common format for clipart
.wpg	WordPerfe ct Graphics	WordPerfect

## Finding pictures to combine with my own

If you need a special image to use as a prop or background and cannot find something on the Picture It! CD, a good place to look is the World Wide Web. If you're able to connect to the Internet by using a Web browser, such as Internet Explorer you can download pictures from lots of Web sites. Usually, these sites charge a fee to let you use the pictures they offer. If you have the North American English version of Picture It!, Picture It! can help you start your

search:

**1** Click the **Projects** Tab.

**2** Click **Go Online**, and then click **Shop for Pictures**.

**Note:** As a registered Picture It! user, if you use the pictures on these pages, you may be eligible for discounts and other benefits.

## How do I cut out by colors?

To create a cutout consisting only of parts of your picture that contain the same or similar colors, click **By color selection**. This is a good way to select the sky if you want to make it bluer or to change the color of a person's shirt without affecting skin tones.

- Click your mouse over the colors in the picture that you want to cut out.
- If you've selected too much of the picture, click **Remove from cutout** to remove part of the selection. To select more of the picture to include in the cutout, click **Add to cutout**.
- If areas you want to cut out are separated by other parts of the picture--for example, if the sky that you want to recolor is interrupted by tall trees--you can select all areas at once by clicking **All similar areas**.
- To restrict the area you cut out to parts that are connected by where you drag your mouse, click **Connected to where I click**.
- If you want to decrease the range of similar colors to include in the object, drag the slider all the way to the left to select only the parts of the picture that are the exact same color as the area you dragged your mouse over. To increase the range of colors, drag the slider to the right to increase the range of similar colors to include.

## How do I cut out by colors?

- 1 Click the **Workbench** tab.
- 2 Click **Pictures and Cutouts**, and then click **Cut Out of Picture**.
- 3 In the task pane, click **By color selection**.
- 4 Click your mouse over the colors in the picture that you want to cut out.
  - If you've selected too much of the picture, click **Remove from cutout** to remove part of the selection. To select more of the picture to include in the cutout, click **Add to cutout**.
  - If areas you want to cut out are separated by other parts of the picture--for example, if the sky that you want to recolor is interrupted by tall trees--you can select all areas at once by clicking **All similar areas**.
  - To restrict the area you cut out to parts that are connected by where you drag your mouse, click **Connected to where I click**.
  - To decrease the range of colors to include in the object, drag the slider all the way to the left to select only the parts of the picture that are the exact same color as the area you dragged your mouse over.

## Paint to correct the tint

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

- Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Touchup**, and then click **Touchup Painting**.

4 In the task pane, click **Correct Tint**.

5 Select a brush size and style.

6 On the outer ring of the *Color* tool, click the color you want.

7 To increase the intensity of the color you selected, drag the slider to the right (+). To reduce it, drag the slider to the left (-).

8 Drag the mouse over the object to paint.

- How?

**Tip:** Use the *Color* tool to create a cutout of the part of your picture that you want to adjust.

- How?

### Troubleshooting

- What if I change my mind?

## Paint to change the brightness and contrast

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

### ■ Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Touchup**, and then click **Touchup Painting**.

4 In the task pane, click **Brightness & Contrast**.

5 Select a brush size and style.

6 To make the colors brighter, drag the upper slider to the right (+). To make them darker, drag it to the left (-).

7 To increase the contrast between the lighter and darker areas in the cutout, drag the lower slider to the right (+). To reduce the contrast, drag it to the left (-).

8 Drag the mouse over the object to paint.

### ■ How?

**Tip:** Use the *Color* tool to create a cutout of the part of your picture that you want to adjust.

### ■ How?

## Troubleshooting

### ■ What if I change my mind?

## Paint to change the color

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

- Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Touchup**, and then click **Touchup Painting**.

4 In the task pane, click **Colorize**.

5 Select a brush size and style.

6 Select the color you want to add to the cutout.

7 Drag the mouse over the object to paint.

- How?

**Tip:** Use the Color tool to create a cutout of the part of your picture that you want to adjust.

- How?

### Troubleshooting

- What if I change my mind?

## Paint to change the transparency

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

- Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Touchup**, and then click **Touchup Painting**.

4 In the task pane, click **Transparency**, and then click **Done**.

5 Select a brush size and style.

6 To increase the transparency, drag the transparency slider to the right (+).

8 Drag the mouse over the object to paint.

- How?

**Tip:** Use the Color tool to create a cutout of the part of your picture that you want to adjust.

- How?

### Troubleshooting

- What if I change my mind?



## **What is a start position?**

The start position is the point on the selected cutout that you click to use as a reference when you clone-paint. It identifies the area of the picture that you are going to copy from. After you set the start position, the reference point moves with the mouse until you set a new starting position or end the task.

For example, if you set the start position 1-inch from where you want to clone-paint, the reference point will remain 1-inch from where you paint until you set a new starting point.

## Paint by cloning

Clone from one place in your picture to another to hide unwanted backgrounds or add small elements to your picture.

1 On the **Stack**, click the object you want to clone.

### ■ Where's the Stack?

2 Click the **Workbench** tab

3 Click **Touchup**, and then click **Clone Painting**.

4 Select a brush size.

5 Click the area you want to clone from. This is your start position.

### ■ What is a start position?

6 You can change the brush shape, transparency setting, and texture by clicking **Customize settings...**

7 To paint by dragging, follow the instructions in the task pane.

8 If you stop painting and want to change the start position before resuming, click **Set new start position**. Then resume this procedure from step 4.

## Why clone?

You can replace a small feature in your original picture with a natural background. For example, in this picture, the people in the poolside chairs make this intimate scene a little less private. By cloning empty poolside chairs and the sky in between them, the couple has the pool to themselves.

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## Should I let the Web page show through my picture or fill the transparent area with a solid color?

**If you Click**      **Then**

Let the Web page background show through

Picture It! will save your picture using the GIF (Graphics Interchange Format) file format, so that the background of your Web page shows through designated areas of your picture. Remember that pictures created in GIF file format can only contain a limited number of colors, and sometimes photographs sometimes don't look as good when the the number of colors they contain is reduced.

Fill the transparent areas with a

Picture It! will save your picture using the JPEG (Joint

solid color      Photographic Expert Group) file format. Pictures created in JPEG file format are popular for the Web because they compress well and can contain over 16-million colors. You can't designate transparent areas in pictures create in JPEG file format for a Web page, but by filling the transparent area with a color similar to your Web page's background, you can simulate transparency.

## Deleting unwanted stamps from my computer

Picture It! saves every stamp you create. Deleting stamps you no longer need frees up disk space and makes your stamp list more manageable.

- 1 Make sure a picture is open in the picture pane.
- 2 Click the **Workbench** tab.
- 3 Click **Paint & Color Effects**, and then click **Stamping**.
- 4 In step 2 of the task pane, click **Make my own stamp**.
- 5 In the task pane, click **Delete stamps**.
- 6 Follow the instructions in the task pane.

## **What if I want a transparent area in a picture created in JPEG format?**

You can't make pictures created in JPEG file format transparent, but if the background in your Web page is very simple, you can create an illusion of transparency: Replace the area you want to look transparent with a solid color that is close to the background color in your Web page.

## **What if the background of my Web page is more than one color?**

Estimate which color is the most predominant, then choose that color as the approximate background color for the Web page. If the background is dark, make sure that the color you choose is dark. If the background is bright, make sure that the color you choose is bright. If the background color is between dark and bright, try using gray. If the color you choose for your background is not close to that of your Web page, you might create a "halo" around your image when it appears in a Web browser. Halos are caused by strong differences between colors around the edges of your picture and the background.

## **Sample instructions for viewing a Picture It! file attached to an e-mail message**

To copy the sample message:

- 1 Click anywhere to close this message. Then right click the window where the sample message appears and click **copy**.
- 2 Paste the message into the body of your e-mail. You may edit it if you wish.

I'm sending you a slide show of some of my favorite pictures that I created using Microsoft Picture It! You won't believe how much fun I had doing it. I started with a few photos, and then used Picture It! to fix the colors, combine the pictures, and add text and special effects.

To view the slide show, copy the attached file to a folder on your hard disk, and then double-click the file. (Some e-mail programs, such as Microsoft Exchange and Outlook, let you double-click the slideshow right in the message.) The slide show will run automatically, but you can also control it manually by clicking the controls at the bottom of the window.

I hope you enjoy my pictures. Write back and let me know!

PS If you want to find out more about Picture It!, you can read about it on the Web at <http://www.microsoft.com/pictureit>.



I'm sending you an e-mail postcard that I created using Microsoft Picture It! You won't believe how much fun it was. I started with a few photos, and then used Picture It! to fix the colors, combine the pictures, and add text and special effects. I can even add sound effects!

To view the postcard, copy the attached file to a folder on your hard disk and then double-click it. (Some e-mail programs, such as Microsoft Exchange and Outlook, let you double-click the postcard right in the message.) The postcard will appear automatically. Click "View Back of Postcard" to see the opposite side of the card.

I hope you enjoy the postcard. Write back and let me know!

PS If you want to find out more about Picture It!, you can read about it on the Web at <http://www.microsoft.com/pictureit>.

I'm sending you a collage of some of my favorite pictures that I created using Microsoft Picture It! You won't believe how much fun it was. I started with a few photos, and then used Picture It! to fix the colors, combine the pictures, and add text and special effects.

To view the collage that is in the attached file, copy the file to a folder on your hard disk, and then double-click it. The picture should open in your Web browser or in one of your image viewing programs. If it doesn't open, you may need to associate the file to your browser. Refer to the instructions that came with your browser to learn how to do this.

I hope you enjoy my pictures. Write back and let me know!

PS If you want to find out more about Picture It!, you can read about it on the Web at <http://www.microsoft.com/pictureit>.

## Viewing a slide show I saved

You can view a saved slide show without ever starting Picture It! Just double-click the slide show file in Microsoft Windows Explorer. If you save your slide shows in the location that Picture It! recommends, all your slide shows will be in the My Documents\For E-mailing from Picture It! folder on your computer.

- 1 On the desktop, double-click **My Computer**.
- 2 If you installed Picture It! by using the suggestions from the Setup program, double click these items: **drive C**, then **Program Files**, then **Microsoft Picture It!**, and then **Slide Shows**.
- 3 All of the slide shows that you created will appear as icons in Microsoft Windows Explorer. Double-click the one you want to view.

## Creating new templates

You can create your own templates, and then come back repeatedly to edit them. To learn which features belong in each type of template, open an existing template from the CD and look at the stack.

- 1 Open the picture you want to use as the background into the picture pane.
- 2 Add text placeholders by adding sample text to the picture. Apply any text effects you want to preserve in the template.

- How?

- 3 Add picture placeholders by clicking **Pictures and Cutouts** and then
  - clicking **Add a Picture or Cutout** to use a sample picture as a placeholder.

--or--

- clicking **Add a Colored Shape** to use a colored shape as a placeholder.

**Tip:** You can apply certain effects to the placeholders that can be preserved in the template.

- What effects can I apply to placeholders?

- 5 Save each picture placeholder by applying at least one of these effects to it:

- Crop (Preserves the size and shape of the placeholder)
- Cool Edges (Preserves the size and shape of the placeholder)
- Soft Edges (Does not preserve the size and shape of the placeholder but allows you to replace placeholders with different shaped objects)

**Note:** Step 5 is essential, if you do not apply at least one of these effects, the Picture It! will not recognize the added object as a placeholder.

- 6 Save your template in the appropriate folder on your hard disk, so that you can retrieve it from **Projects** (see the list below). If you installed Picture It! using the recommended settings, the starting point for placing templates on your hard disk is **C:\Program Files\Microsoft Picture It!\Content\Projects**. Here is a list of the templates that you can create along with their required locations in the **Projects** folder:

<b>Project</b>	<b>Folder</b>
Albums	Album
<b>Note:</b> Create a new folder under the Album folder to create a new set of Album templates	
Business Cards	Bizcards
Certificates	Certif
Collages	Collages
Greeting Cards: Four-panel	Cards\Fourfold
Flyers	Flyers
Funny Money	Funmoney
Greeting Cards: Side-fold	Cards\Sidefold
Greeting Cards: Three-panel	Cards\Threfold
Greeting Cards: Top-fold	Cards\Topfold

Head Swap	Headswap
Invitations	Invites
Kids Ids	Kids_ids
Magazine Covers	Magcovrs
Postcards	Postcard
Stickers	Stickers
Trading Cards	Tradecrd

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

- 1 Click the Zoom In indicator ("A" below) as many times as needed to get a good look at the object that you want to repair. Then move the Scroll box ("C" below) until it is over an area of your picture that contains the scratch.
- 2 Center the pointer over one end of the wrinkle or scratch. Click where a wrinkle or scratch begins, and then click where it ends. The repair box should completely cover the scratch. Repeat for each wrinkle you want to repair.

**Note:** If you're having trouble removing the entire wrinkle or scratch at one time, click a larger ball in Zoom In indicator. The scratch repair box should be only a little wider than the scratch itself.



## **Why install the cataloging features?**

The cataloging features of Microsoft Media Manager make it easier to find and keep track of the pictures and projects that you work on in Picture It! With the cataloging features you can:

- Create and organize catalogs to group similar pictures for easy identification.
- Assign key words and descriptions to the files you create.
- View your pictures as thumbnail images before you open them.
- Search your system for pictures based upon keywords, descriptions, or dates.

### **Related topics**

- [Installing Microsoft Media Manager](#)

## **How do I send pictures if my e-mail program does not support MAPI?**

You can send your pictures to others even if your e-mail program doesn't support MAPI (Messaging Application Programming Interface). Just attach pictures to the e-mail messages that you compose in your e-mail program. Here are the basic steps. For more information, refer to the instructions that came with your e-mail program.

Do you want to send

- A picture from the workbench?
- A slide show?
- An email postcard?

## **Sending a picture from the workbench**

- 1 Click the **Workbench** tab.
  - 2 Click **Save & Send**, and then click **Send Via E-Mail**.
  - 3 In step 1 of the task pane, click the size you want. Then, in step 2, click **Save the picture for e-mailing later** and then click **Done**.
  - 4 In step 1 of the **Save As** task pane, click the folder where you want to store your picture. Then in step 3, type a name for your folder and then click **Save**.
  - 5 Start your e-mail program and compose a message to your intended recipient.
- What should I put in my e-mail message?
- 6 Follow the instructions in your e-mail program to attach the file you saved to the e-mail message you are sending.

## **Troubleshooting**

- People are not receiving the pictures I send



## **Sending a slide show**

- 1 Click the **Projects** tab.
  - 2 Click **Active E-mail**, and then click **Slide Show**.
  - 3 Follow the steps for creating the slide show. When you get to step 5, click **A slide show only**.
  - 4 In step 1 of the **Save As** task pane, click the folder on your hard disk where you want to store your slide show. In step 3, type a name for your slide show. Then click **Save**.
  - 5 In the task pane, click **Save it as a self-extracting slide show to send in e-mail later**.
  - 6 In step 1 of the **Save As** task pane, click the folder on your hard disk where you want to store your slideshow. Then, in step 3, type a name for your slide show. Then click **Save** and then click **Done**.
  - 7 Start your e-mail program and compose a message to your intended recipient.
- What should I put in my e-mail message?
- 8 Follow the instructions in your e-mail program to attach the file you saved to the e-mail message you are sending.

## **Troubleshooting**

- People are not receiving the pictures I send

## **Sending an e-mail postcard**

- 1 Click the **Projects** tab.
  - 2 Click **Active E-Mail**, and then click **E-mail Postcard**.
  - 3 Follow the steps for creating the postcard. When you get to step 9, click **Save It for e-mailing later**.
  - 4 In step 1 of the **Save As** task pane, click the folder on your hard disk where you want to save your postcard. Then, in step 3, type a name for the postcard.
  - 5 Click **Save**, and then click **Done**.
  - 6 Start your e-mail program and compose a message to your intended recipient.
- What should I put in my e-mail message?
  - 7 Follow the instructions in your e-mail program to attach the file you saved to the e-mail message you're sending.

## **Troubleshooting**

- People are not receiving the pictures I send

## **People are not receiving the pictures I send**

Some IPSs (Internet Service Providers) have security features that are designed to protect themselves and their subscribers from receiving files that could damage their computers. Sometimes these protective measures prevent Picture It! pictures, slideshows, or e-mail postcards from being transmitted to the intended recipient's computer. If you send a picture to someone who experiences this problem, you can either:

- Post pictures to a Web page, and invite people to view them by using a browser.
- Have your intended recipient contact their ISP to find out how to bypass the protections.

## **What effects can I apply to placeholders?**

You can apply these effects to placeholders when creating your own templates:

- Distort (Only effects that distort the whole object automatically)
- Shadow
- Make Transparent
- Any edge effect
- Rotate
- Skew
- Flip
- Crop

## Removing a wrinkle

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 Wrinkle**.

4 Zoom in for a closer look at the wrinkle.

- How?

5 Follow the instructions in the task pane.

## Troubleshooting

- What if I change my mind?

## **Making a Photo Album page using a template**

- 1 Click the **Projects** tab.
- 2 Click **Collages**, and then click **Photo Album Pages**.
- 3 Follow the instructions in the task pane.

### **Tips**

- How can I keep my pictures a standard size?

## Learning about the different parts of the Picture It! screen

What do you want to learn about?

- The Stack
- The Retriever
- The Filmstrip
- The Zoom & Scroll tool

## Solving problems

What kind of problem are you having?

- I'm not getting the results I expected
- I'm having trouble with my scanner
- I'm having trouble with my digital camera
- I'm having trouble printing
- I'm having other problems



## **I'm not getting the results I expected**

### **What problem are you having?**

- I want to undo a change
- The shadow I added to an object does not show
- The edge I added to an object does not show
- I can't find the picture I am looking for
- There are no pictures for me to open in the picture pane

## General problems

### What problem are you having?

- My computer is out of storage space
- Picture It! won't start
- My computer is running out of memory
- I saw a No Write Access message
- I saw a Device Not Available message
- People are not receiving the pictures I send by e-mail
- I want to delete a stamp I created from my computer

## **Tips on sending e-mail**

Here are some things to consider when you send pictures to friends by e-mail.

- To use Picture It! to send a picture, your e-mail program must support MAPI (Messaging Application Programming Interface).
- What if my e-mail program does not support MAPI?
- Only send one file with each e-mail message. Some e-mail programs, cannot accept more than one attachment in a single message.
- Try to keep the total size of your message and any attached file below 2 MB. Larger files take longer to download, and some Internet services limit the amount of disk space their subscribers can use or the size of incoming messages.

## **My pictures don't look good on other computers**

Pictures created in Picture It! look best when viewed on computers set for 16-bit color (greater than 64K colors) or better. Some computers are set to show only 256- or 16 colors at one time. By changing the display settings to allow more colors to show at one time, your pictures will look their best. In Microsoft Windows 95 or 98, or NT Workstation 4.0 or later, here's how to do it:

- 1 Save any open documents and close all open programs.
- 2 On the **Start** Menu, point to Settings, and then click Control Panel.
- 3 Double-click Display.
- 4 In the **Display Properties** dialog box, click the Settings tab.
- 5 In the **Color Palette** list, click any choice higher than 256 colors.
- 6 Accept the changes and restart your computer, if necessary.

If you send your pictures to people who use computers with a different operating system, ask them to check their documentation to learn how to change display settings.

## **How do I close a picture?**

If the picture you want to close is not currently in the picture pane, you need to put it there.

1 On the Filmstrip, double-click the picture you want to close.

The picture will appear in the picture pane.

2 Click **Close the current picture**.

## **Making business materials**

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

## **Making an e-mail postcard**

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

## **Tell me more about Microsoft Media Manager**

Microsoft Media Manager is a program that works with Microsoft Windows Explorer to help you manage media files on your computer. In Picture It!, you can then include descriptions of your pictures with their files, making it easier for you to remember important details about your pictures. Media Manager also helps you to find the pictures you want by providing you with tools to search for pictures by key words.

### **Related Topics**

- [Opening the Microsoft Media Manager Help](#)
- [Installing Microsoft Media Manager](#)



## **Opening the Microsoft Media Manager Help**

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

## Change a color picture to black and white

- 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 **Black & White**.
- 4 Follow the instructions in the task pane.

## **How do I touchup paint by dragging?**

Click the spot where you want to start, then drag your pointer acrosss the area where you want to paint. For best results, try to complete your painting without releasing the mouse button.

- If you paint over an area more than once, without releasing the mouse button, it will look as if you painted over that area once.
- If you release the mouse button and then start painting over an area you touched up earlier, it will look as if you painted more than once.

## Which collage method should I choose?

- Choose **Collage with a Template** to quickly make a collage using a ready-made Picture It! layout. Just open the template, drop in your pictures, type your own words, and you're done.
- Choose **Photo Album Page** to quickly make more than one collage by using a common theme. Select the theme you want, and then select the template to use. By creating Photo Album Pages, you can create a whole book of your pictures.
- Choose **Create on My Own** to start with a blank canvas and design your own collage.

## Skewing an object

1 On the **Stack**, click the object you want to skew.

- 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 **Skew**.

4 In the picture pane, drag the side selection handles ("D" below) horizontally or vertically for the shape you want.

- 

## Troubleshooting

- What if I change my mind?

## **Restoring an old or faded picture**

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

- Where's the Stack?

2 Click the **Workbench** tab.

3 Click **Special Effects**, and then click **Old to New**.

4 Follow the instructions in the task pane.

## **Troubleshooting**

- What if I change my mind?

## **Making an object stand out from the rest of the picture**

1 On the **Stack**, click the object you want to emphasize.

• I haven't yet cut out the object

• Where's the Stack?

2 Click the **Workbench** tab.

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

4 Follow the instructions in the task pane.

## **Saving pictures to put on Web pages**

- 1 On the Filmstrip, double-click the picture you want to save.
- My picture is not in the Filmstrip
- 2 Click the **Workbench** tab.
- 3 Click **Save & Send**, and then click **Save for the Web**.
- 4 Follow the instructions in the task pane



## **Changing the order of my pictures in a slide show**

Slide shows display pictures in the same order that they appear in the Filmstrip, from left to right. To change the sequence for pictures in the slide show, drag the pictures in the Filmstrip to the desired locations.

## **What is a self-extracting slide show?**

A self-extracting slide show can be shown on computers that do not have Picture It! installed on them and is ideal for sending as an attachment in e-mail. To view a self-extracting slide show, the recipient needs to have Microsoft Windows 95 or 98, or NT Workstation 4.0 or later.

## **What does changing scanner and digital camera performance do?**

Newer scanners and digital cameras have special programs that allow them to make better use of your computer's memory when downloading or scanning pictures. This usually results in faster performance and more available memory for working on your projects. Selecting **Enhanced (recommended)** allows you to take advantage of these features.

If you experience problems downloading or scanning, switch to **Normal**. This may slow down your computer while scanning or downloading.

## What should I do when I get a TWAIN message?

Here are some things to try if you have problems loading pictures into Picture It! with your scanner or digital camera.

- Sometimes there's just a minor problem in your system that prevents Picture It! from communicating with your scanner or camera. Make sure that your scanner or camera is turned on and properly connected to your computer, then try to load again. You might also want to close all your programs and restart your computer.
- If Picture It! was not packaged with your scanner or camera, it's possible that the drivers you have are not the right ones to use with Picture It! Contact the manufacturer for updated software.
- Can I look them up on the web?
- On the **View** Menu, click **Options**, and then in **Scanner/Camera** options, select **Normal**.
- Check to see if your scanner or camera is one of the types that has been known to have compatibility problems with Picture It!
- What devices have documented problems?

## Finding scanner and digital camera manufacturers on the WWW

Most scanner and digital camera manufacturers offer the latest drivers for their products as free downloads from their Web sites. Here are the Web addresses of some companies. Click the company you're interested in to go to their Web site.

-  [Agfa: \(www.agfahome.com\)](http://www.agfahome.com)
-  [Canon Computer Systems, Inc. \(USA\): \(www.ccsi.canon.com\)](http://www.ccsi.canon.com)
- [Casio \(www.casio.com\)](http://www.casio.com)
- [Envisions: \(www.envisions.com\)](http://www.envisions.com)
- [Epson: \(www.epson.com\)](http://www.epson.com)
- [HP: \(www.hp.com\)](http://www.hp.com)
- [Kodak: \(www.kodak.com\)](http://www.kodak.com)
- [Logitech: \(www.logitech.com\)](http://www.logitech.com)
- [Microtek: \(www.microtekusa.com\)](http://www.microtekusa.com)
- [Mustek: \(www.mustek.com\)](http://www.mustek.com)
- [Plustek: \(www.plustek.com\)](http://www.plustek.com)
- [Polaroid: \(www.polaroid.com\)](http://www.polaroid.com)
- [Relisys: \(www.relisys.com\)](http://www.relisys.com)
- [Ricoh: \(www.ricoh.com\)](http://www.ricoh.com)
- [Sony: \(www.sony.com\)](http://www.sony.com)
- [Spot Technologies \(www.spotinc.com\)](http://www.spotinc.com)
- [Storm Software: \(www.easyphoto.com/storm/index.html\)](http://www.easyphoto.com/storm/index.html)
- [Tamarack Technologies: \(www.tamarack.net\)](http://www.tamarack.net)
- [UMAX: \(www.umax.com\)](http://www.umax.com)

**Note** If the company you're looking for is not listed here, check your documentation for information on how to contact them.

## **What scanners or digital cameras are known to have problems with Picture It!**

Here is a list of scanners and digital cameras that have been known to have compatibility problems with Picture It! Click below to see if the problem you are having has been solved.

- [Agfa StudioScan?](#)
- [Canon scanners](#)
- [Casio digital cameras](#)
- [Envisions scanners](#)
- [Epson scanners](#)
- [Microtek scanners](#)
- [Mustek scanners](#)
- [Sony digital cameras](#)
- [Spot Technologies](#)
- [Storm EasyPhoto Reader](#)
- [UMAX scanners](#)

If you can't find the information you need from this list, check the [Picture It! Read Me](#), or contact the manufacturer to see if a solution has been found since this help was written.

- [Picture It! Readme](#)
- [Scanner and Digital Camera companies on the WWW](#)

## **Why doesn't Picture It! support my version of TWAIN?**

If you added a new scanner or digital camera after you installed Picture It!, the scanner's or camera's installation program might have overwritten an essential file. Try reinstalling Picture It! to get the file back.

### **Related topics**

- [General scanner and camera information](#)
- [Check the list of documented scanner or digital camera problems.](#)

## Why is my picture too large?

The larger a picture is, the longer it takes to scan, and the more memory your computer needs to work on it. For this reason, Picture It! limits the length and width of pictures you can scan to less than 3968 x 3968 pixels.

- Scan at a lower resolution or scan a smaller portion of the picture.
- Try using the **Smart Task Scan** feature if your scanner supports it.

To find out more about controlling the height and width of your picture, refer to your scanner hardware documentation.

### Related topics

- [General scanner and camera information](#)



## **My scanner or digital camera does not show up in the task pane**

Your scanner or digital camera uses special programs (drivers), called TWAIN, to communicate with Picture It! For some reason, those programs are either missing from your computer, or they weren't installed correctly. Check the documentation that came with your scanner or camera to make sure that you correctly installed the programs on your computer.

**Note:** If your copy of Picture It! was packaged with your scanner or digital camera, check the box for another diskette or CD that contain the other programs.

- [I can't connect my camera to my computer](#)

### **Related topics**

- [General scanner and camera information](#)

## Smart Task Scan does not work

Even if you just bought your scanner, it could have been manufactured and delivered to the store you bought it from before the scanning technology required to support SmartScan was perfected. The company that manufactured your scanner might have since updated the drivers to support SmartScan. If they did, you can probably get the required files free of charge by contacting the scanner manufacturer directly or by checking their Web site.

- [Finding scanner and digital camera manufacturers on the Web](#)

If you can't find a newer driver, or if you still have problems after you update the driver, the problem might be that your scanner does not support the Smart Task Scanning features in Picture It! Try scanning using the **Your scanner software** option in the **Scan** task.

### Related topics

- [General scanner and camera information](#)

## General scanner and camera information

Follow these steps to solve general problems associated with scanning or downloading pictures.

- Make sure your scanner or camera is turned on and properly connected to the computer. If any connections are loose, or if your scanner or camera was off, correct the problem and then restart your computer.
- Make sure you have the latest drivers for your scanner or digital camera, and that they're properly installed.
- How can I check whether the drivers are properly installed?
- Finding scanner and digital camera manufacturers on the Web
- On the **View** Menu, click **Options**, click **Scanner/Camera Options**, and click **Normal**.
- If you clicked **Smart Task Scan** when you last scanned, click **Your scanner software** instead.
- Reinstall Picture It!

### Related topics

- What scanners and digital cameras are documented to have problems working with Picture It!

## Agfa StudioScan

**FotoLook software** To scan pictures into Picture It!, Microsoft Windows 95 needs to use FotoLook version 2.08 or later.

**PNR SCSI card drivers** If you're using a SCSI card that came with your Agfa scanner (for example, the PNR SCSI card), you might not be able to scan by using the 32-bit driver. Instead, use the 16-bit driver. In the **Scan Picture** task pane, two scanner drivers should be listed:

- FotoLook 16 V2.08 - TWAIN
- FotoLook 95 V2.08 - TWAIN.

Select **FotoLook 16 V2.08**. If you would like to use the 32-bit driver, you will need to get an Adaptec-compatible SCSI card. You can contact Agfa for technical support information at <http://www.agfahome.com>.

## Canon scanners

If you use a Canon scanner and have problems with the Picture It! Smart Task Scan feature, you might need to get the latest version of Cannon's scanning software. You should be using ScanCraft 3.1 or later.

You can contact Canon for software update information at the following telephone numbers and home page addresses:

Area	Addresses and Phone Numbers
Worldwide:	<a href="http://www.canon.com">www.canon.com</a>
United States:	Canon Computer Systems, Inc. (USA) 800-423-2366 <a href="http://www.ccsi.canon.com">www.ccsi.canon.com</a>
Canada:	Canon Canada, Inc. 800-263-1121

## Envisions scanners

**Scan quality** If you use an Envisions scanner and DynaScan software, improper settings in DynaScan Auto Pilot feature might interfere with Smart Task Scan, producing images that are mostly black and white and of poor quality.

To correct the problem, try the following steps:

- 1 Click **Get Picture**, and then click **Scan Picture**.
- 2 In the **Click a scanner** box, select the **Envisions scanner**.
- 3 Near the bottom of the task pane, click **Custom Scan**, and then click **Scan**.
- 4 In the DynaScan window, click the **Settings** menu, and then select **Reset Settings**.
- 5 Verify the change that you made in step 4 by clicking the **R**, **G**, and **B** buttons so that the **Shadow** setting of each button is close to zero (the closer the better).
- 6 Make sure that the **Auto Pilot** feature is turned off (the check box should be empty).
- 7 Click the **Scan** button to save the settings. This step is essential--exiting DynaScan without scanning the picture resets the scanner to its original settings.
- 8 Click **Get Picture**, and then click **Scan Picture**.
- 9 In the **Click a scanner** box, select the **Envisions scanner**.
- 10 Near the bottom of the task pane, click **Smart Task Scan**, and then click **Scan**.

**Cropping and rotation problems** If you use Envisions DynaScan software, then when you use Picture It! Smart Task Scan, you might have trouble getting pictures that are properly cropped. This problem occurs when you use the Picture It! Custom Scan feature, and then select the image rotation in the DynaScan software. One symptom of this problem is that in the preview scan you might see a correctly cropped image, but in the final scan, you see a rotated and incorrectly cropped picture. DynaScan software rotates the image but does not communicate the rotation to the Smart Task Scan. Correct this problem by following this procedure:

- 1 On the **Workbench**, click **Get Picture**, and then click **Scan Picture**.
- 2 In the **Click a Scanner** box, select the Envisions scanner.
- 3 Near the bottom of the task pane, click **Custom Scan**.

- 4 Click **Scan**.
- 5 In the DynaScan window, look for a button with a capital "R" that is surrounded by four arrows. Click this button until the R is in the upright position (not rotated).
- 6 Save the settings by clicking **Scan**. This step is essential--exiting DynaScan without scanning the picture resets the scanner to its original settings.
- 7 Click **Get Picture**, and then click **Scan Picture**.
- 8 In the **Click a scanner** box, select the **Envisions scanner**.
- 9 Near the bottom of the task pane, click **Smart Task Scan**, and then click **Scan**.

## **Epson scanners**

If you use an Epson ActionScanner II scanner, then when you use the 16-bit Epson driver, you can't use the Picture It! Custom Scan feature.

If you have a recent model Epson scanner, you'll see both 16-bit and 32-bit drivers listed in the SCAN PICTURE task pane. Be sure to choose the 32-bit driver--"EPSON Scanners (32 bit)."

If your scanner doesn't have a 32-bit driver, you'll see only the 16-bit driver--"EPSON Scanners (16 bit)" - listed in the SCAN PICTURE task pane. To use Custom Scan, you can download the latest 32-bit drivers by contacting Epson at [www.epson.com](http://www.epson.com).

## Microtek scanners

### “Picture is too large”

If you set the scaling factor at 100% in ScanWizard, and scan with a Microtek scanner, then when you use the Smart Task Scan feature, you'll probably receive an alert message telling you the "Picture Is Too Large." This problem has been found in ScanWizard versions 2.38 and earlier. It has been fixed in version 2.39. If you don't have the newer version, you can try the following steps:

- 1 Launch Picture It!
- 2 Start the Scan task

#### ■ How

- 3 Select the Microtek scanner.
- 4 Select the **Your scanner software** button.
- 5 Click the **Scan** button.
- 6 When the ScanWizard application appears, set the scaling to 100%, and then turn off the **Auto Contrast** checkbox. Refer to your Microtek scanner manual for details.
- 7 Close the ScanWizard software.

You should be able to scan correctly now.

### Scanner turned off

Always make sure that your Microtek scanner is turned on before you scan. If you try to scan with your Microtek scanner turned off, you could close Picture It! without saving changes to any currently open pictures. This problem exists on ScanWizard version 2.38 and earlier. It might be fixed in future versions of ScanWizard. Contact Microtek at [www.microtekusa.com](http://www.microtekusa.com) for software update information.



## **Mustek scanners**

The Picture It! Smart Task Scan feature might not work with Mustek scanners. Mustek might have fixed the driver error in their updated scanning software. Contact Mustek at [www.mustek.com](http://www.mustek.com) for software update information.

If updating the scanning software does not fix the problem, you'll need to scan using the Custom Scan feature.

## **Spot technologies**

If you're using a driver that is older than V 1.16, then the ScanTek-2c scanner might lock up during scanning. The updated driver is available on the ScanTek Web page at [www.spotinc.com](http://www.spotinc.com).

## **Storm EasyPhoto Reader**

To scan pictures into Picture It! with a Storm EasyPhoto Reader, you need to use EasyPhoto version 2.112 or later. If your scanner uses version 2.0, contact Storm for software update information at [www.easyphoto.com/storm/index.html](http://www.easyphoto.com/storm/index.html).

## **UMAX scanners**

Some versions of UMAX VistaScan software won't scan if you've selected **Print at Kodak PhotoNet**--the system might close unexpectedly. Until a newer version of UMAX VistaScan software comes out, avoid scanning when you upload images to Kodak. Contact UMAX Systems at [www.umax.com](http://www.umax.com) for software update information.

## **Casio digital cameras**

Canceling downloads fails in Casio digital cameras.

You might encounter a problem canceling image downloads from Casio digital cameras. This problem doesn't cause Picture It! to close unexpectedly, nor does it cause any other serious problems. It might be fixed in a later version of the Casio software. Contact Casio at [www.casio.com](http://www.casio.com) for software update information.

## **Sony cameras**

If you're using version 1.0 of the Sony DSC-F1 digital camera software, you might notice that you can't download more than one picture at a time. Downloading multiple pictures could close Picture It! without saving changes to any currently open pictures. This problem has been fixed in newer versions of the digital camera software. You can download an updated version of this software from Sony's web site at [www.sony.com](http://www.sony.com).

## **TWAIN Internal Error**

Picture It! can't communicate with your scanner or digital camera because of other programs that are open or were opened earlier, or because of a loose connection between your computer and the scanner or digital camera. Try these suggestions to fix the problem:

- Check to see if the drivers for your scanner or digital camera have documented problems working with Picture It!
- What devices have documented problems?
- Close Picture It!, start it again, and then try scanning or downloading your picture.
- Close all programs, and then turn off your computer and your scanner or digital camera. Check to make sure that all cables are properly attached, wait a minute before starting everything, then try again. .
- If you obtained Picture It! after you got your scanner or digital camera, check to see if there is a new driver available. If there is, install that driver, and then try again.
- What is the web address of my scanner or digital camera manufacturer?

## **I can't see the pictures from my digital camera**

Some digital cameras save their pictures to a removable disk that you can insert in the disk drive of your computer. If your camera is one of these, then you can load pictures into Picture It! the same way that you open other previously saved pictures.

- Open a picture

If your camera requires you to download pictures into Picture It!, first make sure that your camera is properly connected to your computer.

- 1 Close all the programs on your computer, and then quit Microsoft Windows.
- 2 When it's safe to turn off your computer, turn it off, and then wait for about one minute.
- 3 Make sure that your camera is turned on and still connected to your computer.
- 4 Start your computer, and then start Picture It!.
- 5 Try to download your pictures again.

- What if I can't connect my camera to my computer?



## **I can't connect my camera to my computer**

Some digital cameras are not designed to connect to a PC. Instead, they save images to a diskette or some other removable storage device, such as a PCMCIA card.

If your digital camera stores images on a floppy disk, here's how to retrieve the images:

- 1 Put the disk in your disk drive
- 2 On the **Workbench**, click **Get Picture**, and then click **My Picture**.
- 3 In the task pane, go to the **Click a folder** box, and then select your disk drive.

### **Related topics**

- [General scanner and camera information](#)

## **I still can't download**

Try downloading pictures to you camera using the digital camera's software instead of using Picture It! If you still have problems, contact the manufacturer.

- I was able to download when I did not use Picture It!

## **Connecting to the Kodak PhotoNet Web page**

You can use the Internet to store, view, print, and share your pictures with friends at Kodak PhotoNet. The Kodak PhotoNet web site contains more information about the services that are available. To access this site, you need to be able to connect to the Internet by 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 **Kodak PhotoNet**.

## **What can I print at Kodak PhotoNet?**

You can print high-quality reprints in a variety of standard photographic sizes.

To get the quality results you want, the projects you send to Kodak PhotoNet for printing should include only high-resolution photographs. If you use low-resolution pictures, digital camera images, or clip art, you may be dissatisfied with the results.

## **How much does it cost to print at Kodak PhotoNet?**

When printing at Kodak PhotoNet, you pay for your print, shipping, and, depending on your Internet service provider, you may also have to pay for the online connect time.

Charges by Kodak PhotoNet are specified on the Kodak PhotoNet Website. You always have the opportunity to review, accept, or decline the charges before finalizing a transaction..

## **Copyrights and Kodak PhotoNet**

Before ordering from Kodak PhotoNet, you need to make sure you have the rights to reproduce the photographs that you're sending.

You may not use Kodak PhotoNet to distribute material that infringes on or violates the rights of others, or that may be viewed as defamatory, deceptive, misleading, offensive, or indecent.

It is illegal to reproduce photographs taken by a professional photographer or to reproduce other copyrighted material without the permission of the copyright owner. To help determine whether the copyright to a photograph is owned by someone else, consider whether any of the following is true. Please note that this is not a complete list.

- A photographer was paid to take the photograph.
- The photograph is a formal wedding or school photograph.
- The photograph was taken in a studio setting.
- The photograph appears in a book, magazine, newspaper, or advertisement.
- The photograph has the name of the photographer or studio on it.
- The photograph has a copyright notice on it (for example, Copyright 1997).

If one of the preceding statements applies to your photograph, you may not own the copyright and therefore you must have written permission from the photographer to copy it.

## **Kodak PhotoNet technical help**

For up-to-date Kodak PhotoNet technical help, customer service information, and answers to frequently asked questions, visit the Kodak PhotoNet Web site located at:

<http://home.photonet.com/>

You can also contact Kodak technical support by using the following methods:

- 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/>

## Printing at Kodak PhotoNet

- 1 Click the **Workbench** tab.
- 2 Click **Print**, and then click **Print at Kodak PhotoNet**.
- 3 Follow the instructions in the task pane.

**Note:** You may print up to 40 pictures to Kodak PhotoNet in a single session.

### Tips

- [What can I print at Kodak PhotoNet?](#)
- [The cost of printing at Kodak PhotoNet](#)
- [More about printing at Kodak PhotoNet](#)
- [Copyrights and the Kodak PhotoNet print Service](#)
- [Kodak PhotoNet technical help](#)



## **Tell me more about printing at Kodak PhotoNet**

With Kodak PhotoNet, you can order high-quality prints and photo gift items over the Internet.

To order from Kodak PhotoNet, you need to be able to connect to the Internet using a compatible Web browser, such as Microsoft Internet Explorer, and an online service or Internet service provider. Then you can open up to 40 pictures at one time into the Filmstrip to print at Kodak PhotoNet.

There may be charges for items ordered through Kodak PhotoNet. You can view the charges before submitting your order. Prices vary depending on the items, sizes, and quantities you order.

You need to pay for your order with a credit card at the time of purchase. Your credit card information is secured using advanced encryption technology.

## **What does selecting a print size do?**

The print size and orientation you choose tells how to print your picture.

From the list of standard photographic reprint choices, click the dimensions and orientation you want for your picture

**Note:** Landscape prints are wider than they are tall, and portrait prints are taller than they are wide.

## Printing a picture

### What do you want to do?

- Print a picture on my own printer
- Print more than one picture on a page
- Print my picture at Kodak PhotoNet
- Print my picture at Fujifilm

## 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 Kodak PhotoNet

## **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 Kodak PhotoNet

## **Tell me about printing at Fujifilm**

**Print at Fujifilm** offers you a great and easy way to order high quality prints and gift items using your pictures from Picture It! Right from your computer, you can order photograph-quality prints of your images. You can also use your favorite pictures on great gift items.

Here's how to learn more about the services Fujifilm offers in your country.

- 1 Click the **Projects** tab.
- 2 Click **Go Online**, and then click **Fujifilm**.

## **Printing at Fujifilm**

- 1 Click the **Workbench** tab.
- 2 Click **Print**, and then click **Print at Fujifilm**.
- 3 Follow the instructions in the task pane.

### **Tips**

- [Tell me about printing at Fujifilm](#)

## Should I continue to upload?

The last time you tried to upload to Fujifilm using **Print at Fujifilm**, something happened that prevented your order from being uploaded. Before Picture It! can print anything else at Fujifilm, you need to complete or cancel your previous order.

<b>Click</b>	<b>If you want to</b>
<b>Upload Now</b>	Try to upload your last order again.
<b>Cancel the Order</b>	Cancel your last order and start a new one.



## Downloading pictures from a new roll of film at Kodak PhotoNet

Any roll of film that you haven't viewed in Picture It! is considered a new roll, even if you've viewed it several times by using other tools.

- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **Open from Kodak PhotoNet**.
- 3 In step 1, click **View a new roll**.

A dialog box opens for you to identify yourself and the role of film you want to add.

- 4 If you aren't currently connected to the Internet, your Internet service provider login screen will appear for you to establish the connection.
- 5 In the **Name** box, type your name, and in the **Film Id** box, type the film identification number you received from Kodak PhotoNet.
- 6 To specify the resolution you'll use to download your picture, click the small arrow to the right of **Picture quality**, and then click **Low**, **Medium**, or **High**.

**Note:** Kodak PhotoNet may charge an additional download fee, depending on the size and number of pictures you download.

### ● How can I reduce my Kodak PhotoNet charges?

- 7 To select a picture to download onto your computer, click the thumbnail you want, and then 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 If you're not being billed for the download, and you see your picture on the Filmstrip, skip to step 11.

--or--

In the "OK to Bill?" message, click **OK** to proceed with downloading your picture to your computer.

- 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 to automatically appear next time you use Kodak PhotoNet, click **Remember Credit Card Information**.

- 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**, then in the Internet logoff reminder message, click **OK**.

**Note:** Picture It! will not log off your Internet service provider for you.

## Troubleshooting

### ● Kodak PhotoNet problems

#### Tips

- What is Kodak PhotoNet?
- What do I need to use Kodak PhotoNet's services?
- Tips on reducing Kodak PhotoNet charges

## Downloading pictures from a roll of film that you've already viewed at Kodak PhotoNet

- 1 Click the **Workbench** tab.
- 2 Click **Get Picture**, and then click **Open form Kodak PhotoNet**.
- 3 Click the film identification number you want, and then in the Internet message that appears, click **OK**.
- 4 If you're not currently connected to the Internet, your Internet service provider login screen will appear for you to establish the connection.
- 5 To specify the resolution you'll use to download your picture, click the small arrow to the right of **Picture quality**, and click **Low**, **Medium**, or **High**.

**Note:** Kodak PhotoNet may charge an additional download fee, depending on the size and number of pictures you download.

### ● How can I reduce my Kodak PhotoNet charges?

- 6 To select a picture to download onto your computer, click the thumbnail you want, and then drag it onto the Filmstrip.  
**Tip:** To download more than one picture at a time, press CTRL and drag the thumbnails onto the Filmstrip.
- 7 In the "OK to Bill?" message, click **OK** to proceed with downloading your picture to your computer. If you do not see an OK to bill message, skip to step 10.
- 8 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.
- 9 To process your billing information, submit a charge to your credit card, and download your picture onto your computer, click **OK**.
- 10 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

### ● Kodak PhotoNet problems

#### Tips

- What is Kodak PhotoNet?
- What do I need to use Kodak PhotoNet's services?
- Tips on reducing Kodak PhotoNet download charges

## Saving your picture at Kodak PhotoNet

To save your pictures at Kodak PhotoNet, make sure that the picture you want to save is in the picture pane. To save more than one picture, repeat this procedure.

1 On the Filmstrip, double-click the picture you want to save.

- My picture is not in the Filmstrip

1 Click the **Workbench** tab.

2 Click **Save & Send**, and then click **Save to Kodak PhotoNet**.

3 If you're saving your picture to an existing roll of film, click **An existing roll**, and then choose the roll you want.

--or--

Click **A new roll**.

4 In the Internet message that appears, click **OK**.

If you're not currently connected to the Internet, your Internet service provider login screen will appear for you to establish the connection.

5 Click **Save**.

6 Type your name, telephone number, and e-mail address where indicated, and then click **OK**.

7 If you're not being billed for the upload, and you see your picture in the picture pane, in the **Images Remaining** message click **OK**, and then skip to step 10.

--or--

In the "OK to Bill?" message, click **OK** to proceed with uploading your picture to Kodak PhotoNet.

**Note:** Kodak PhotoNet charges an upload fee for the first picture you save to an existing roll of film at Kodak PhotoNet. For 30 days thereafter, you can save up to 35 more pictures to the same roll of film at no charge.

8 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.

9 To process your billing information, submit a charge to your credit card, and upload your picture to Kodak PhotoNet, and then click **OK**.

10 In the Internet logoff reminder message, click **OK**, and then disconnect your computer from the Internet.

## Troubleshooting

- Kodak PhotoNet problems

### Tips

- What is Kodak PhotoNet?

- What do I need to use Kodak PhotoNet's services?

## **Contacting Kodak PhotoNet**

**For assistance, you can contact Kodak 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 or forgot its ID number**

Rolls of film that you store on Kodak PhotoNet will not appear in Picture It! until you add them to the program. If you do not see the roll of film you want in Picture It!, try adding it as a new roll. Make sure to type the film identification number Kodak PhotoNet sent you exactly as it appears. If you still have problems, or cannot find the film ID number, call or write Kodak PhotoNet.

- Phone number: 1-888-FUN-PICS (1-888-386-7427)
- E-mail: [netpics@photonet.com](mailto:netpics@photonet.com)

## **I can't log on to Kodak PhotoNet**

- If you are connecting to the Kodak 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 Kodak PhotoNet site on the Internet is temporarily unavailable, try logging on again later.
- Quit Picture It!, start Picture It! a second time, and try logging on to Kodak 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 Kodak PhotoNet?**

Kodak PhotoNet provides one more method for you to get your pictures into Picture It! and then share them with your friends and family members.

Kodak PhotoNet digitizes the photographs on your rolls of film, and then stores these high-resolution images on the Internet. Many photofinishing companies now offer Kodak PhotoNet's service.

After Kodak 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 Kodak PhotoNet Web site at:

<http://www.photonet.com>

### **Tips**

- What do I need to use Kodak PhotoNet's services?



## **What do I need to use Kodak PhotoNet's services?**

To use the Kodak PhotoNet features in Picture It!, you need the following:

- A modem or network connection to the Internet.
- An Internet service provider (ISP), such as MSN.
- A major credit card for the billing charges. Kodak PhotoNet accepts VISA, MasterCard, American Express, and Diner's Club.

## Tips on Kodak PhotoNet's charges

In addition to the processing fee, Kodak PhotoNet may chargea for downloading pictures to your computer.

Each time you download a high-resolution picture from Kodak PhotoNet, you may be charged a download fee..

To reduce the cost of using Kodak 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 Kodak PhotoNet, you are charged a minimum fee. You can then upload up to 35 more pictures without charge.

## Using Kodak PhotoNet

- What is Kodak 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 Kodak PhotoNet

### Kodak PhotoNet Problems

- I can't find my roll of film
- I can't log on to Kodak PhotoNet
- Missing or incorrect billing information
- Contacting Kodak PhotoNet

## Downloading a picture from Kodak PhotoNet

### What are you downloading?

- A new roll of film
- A roll of film I've already viewed

### Kodak PhotoNet Problems

- I can't find my roll of film
- I can't log on to Kodak PhotoNet
- Missing or incorrect billing information
- Contacting Kodak PhotoNet

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

Use your mouse to apply any combination of strokes for the effect you want.

Click on the spot where you want to start, and drag to where you want to paint or stamp. If you only want a single stamp, click where you want to place the stamp.

## Readme Contents

To get late-breaking technical and product information, click these topics:

### General problems and their solutions

- [System requirements](#)
- [Out of memory/Disk space messages](#)
- [Performance](#)
- [Installing Picture It! on systems with Hewlett-Packard OfficeJet devices](#)
- [Turning sound on and off](#)
- [Display optimization problems](#)
- [Using Picture It! and Microsoft Plus 95](#)
- [Picture Too Large alert message](#)
- [Printer out of memory error](#)
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- [Getting Microsoft Windows NT version 4.0 Service Pack 3](#)
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### Microsoft Media Manager

- [Microsoft Media Manager installed in Microsoft Windows](#)
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### Hardware

- [Minolta Dimage Scan Dual-film scanners](#)
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- [Display problems with the Number Nine Visual Technology Video Card](#)
- [Hewlett-Packard LaserJet 5si and 4si](#)

### File types and Picture It!

- [Importing and exporting non-MIX files](#)
- [Associating a file type so Picture It! will be the default application to open it](#)
- [Associating a file type so another program will be the default application to open it](#)

### Third-party content provider information

- [PhotoDisc](#)

## **System requirements**

Microsoft Picture It! requires:

- Pentium PC
- Windows 95 or 98 or Windows NT 4.0 or later
- 16 meg of RAM
- 90 megabytes of hard drive space

NT users using DBCS folder names should have NT Service Pack 2 or above installed.

## Out of memory / Disk space messages

When you work in Microsoft Picture It!, large amounts of image data are stored in temporary files that use space on your hard drive. Picture It! uses the system's Temporary drive setting to determine where these temporary files should be stored. These temporary files are removed when Picture It! closes. Picture It! checks and warns when less than 30 megabytes of free disk space is available. If you receive "Out of memory/disk space" errors when using Microsoft Windows 95 or 98, and you have space available on another hard drive, alter your default setting as follows:

- 1 From the **Start** menu, click **Run**, and then type "SYSEDIT". Press ENTER.
- 2 Select the Autoexec.bat window
- 3 Look for a line that indicates TMP= or TEMP=. If there is such a line, check that the drive letter and the location it points to has free space, or change the drive letter to indicate a drive with free space.
- 4 If there is not a line with TMP= or TEMP=, the default will be the TEMP folder in your Windows directory. If you want to set Microsoft Windows to use another drive for its temporary space, add a the following line to the AUTOEXEC.BAT window and then click **Save** on the **File** menu.

SET TMP= D:\TEMP (e.g. drive and path of new temporary location)

**Note:** All programs that use temporary files will now write to this new location.

It is also a good idea to periodically check and delete old files in the temporary folder (e.g. \WINDOWS\TEMP), especially if applications have terminated abnormally.



## **Performance**

When Microsoft Picture It! applies effects and manipulates images, it usually operates on a significant amount of data. Improve performance by adding memory and turning on "Virtual Memory."

To be sure you have virtual memory turned on, do the following:

- 1 Right click **My Computer**.
- 2 Click **Properties**.
- 3 Click the **Performance** tab.
- 4 Click **Virtual Memory**.
- 5 Be sure the **Let Windows manage my virtual memory settings** option is checked.

Some tasks, such as Illusions and Remove Dust & Blemish will still be slow because of the complexity of the work they do.

## Turning sound on and off

If you're having trouble with sound in Microsoft Picture It!, make sure your sound card is installed correctly and your volume is turned up.

Try to play a sound in another Microsoft Windows application to confirm that your sound is working. If it is, check **Options** on the **View** menu in Picture It! to be sure the **Play Picture It! sounds** box is checked.

If that doesn't work, you may not have audio compression installed for your sound card. To install audio compression:

- 1 In Microsoft Windows, click the **Start** button, point to **Settings**, and then click **Control Panel**.
- 2 Double-click **Add/Remove Programs**, and click the **Windows Setup** tab.
- 3 From the **Components** list, click **Multimedia**, and then click the **Details** button.
- 4 Click the **Audio Compression** box, and then click **OK**.
- 5 Click **OK** again to exit the **Control Panel**. You may be prompted for your Windows 95 or 98 CD.

## **Display optimization problems**

If you reset your display settings after receiving a "Display Not Optimized" alert message, you might see another alert message that reads, "There is a problem with your display settings...", along with the **Display Properties** dialog box.

Some video configurations may incorrectly report to Microsoft Windows that a higher resolution or color depth is available than is actually supported by the video card, the monitor, or both. Consult your system documentation or, to select a different Color palette or Desktop area setting, click the Microsoft Windows **Start** button, point to **Settings**, click **Control Panel**, click the **Display** icon, then click the **Settings** tab.

## **Using Picture It! and Microsoft Plus 95**

If you install Picture It! on a system that includes Microsoft Plus 95, you may not be able to change desktop themes. You can correct this problem by replacing the Themes.exe file on your local machine with the Themes.exe file in the \Shared\Grphflt folder on the Picture It! CD.

## **Picture Too Large alert message**

When you choose the *Custom Scan* option and the *Scan Picture* command, the following message might appear:

**PICTURE IS TOO LARGE.**

The picture you are trying to open is too large for Picture It! to work with. Please make sure that the width and height of your picture are both smaller than 3968 pixels.

This problem is the combined result of a scanning area that's too large and a scanner resolution setting that's too high. You can fix this problem by using one or both of the following solutions:

- Reduce the scan area in the scanner application.
- Reduce the scanner resolution in the scanner application.

## **Printer out of memory Error**

If you send a large file to a laser printer, you may get "an out of memory" alert message. Here are the likely sources and solutions of this problem:

- Your printer doesn't have enough memory to print the file. If your printer has room for additional memory, install it. To find out how much memory you can add to your printer, check the printer manual.
- You need to change the printer driver settings. If you've recently upgraded the printer memory, check the printer driver settings. The total amount of installed memory should be the same as the number that appears on the Device Options tab of the printer's Properties dialog box. Should you need to change the settings, check the printer manual, printer manufacturer, or your operating system's online Help file.

## **OLE support**

Slide shows created by Picture It! do not support the OLE Link to file option. Always embed objects when working with OLE support and Microsoft Picture It! slide shows

**Picture It! 99 and Microsoft Camcorder application**

Microsoft Picture It! may terminate unexpectedly when used with the Microsoft Camcorder application that shipped with Office 97.



## Importing and exporting non-MIX files

### File formats Microsoft Picture It! can open

There are several third-party or custom image files formats that Microsoft Picture It! cannot open. Check the manuals of the software that created those files for more information on how to convert them to a form that Picture It! can read.

Microsoft Picture It! supports the following image formats:

DXF	CDR	EPS	GIF	JPG
PCD	DRW	PCX	PNG	TIF
TGA	BMP, DIB	WPG	WMF	PIC
FPX	MIX v1, v2			

For more information about supported features or restrictions of a particular format, see the following:

### MIX v1, v2

Microsoft Picture It! version one format. Picture It! 99 reads and supports all version 1.0 files.

When saving to this format, Microsoft Picture It! can also write version 1.0 compatible files. When doing so, Picture It! will preserve your cutouts, "locking down," or saving, all the effects that are unavailable in version 1.0. . These effects include edges, shadows, fills, distortions, and text bends.

Picture It! will also convert text objects with any effects to graphic objects that cannot be changed within version 1.0. You cannot edit the effects or the text, even if the file is re-opened in Picture It! 2.0.

### DXF

The AutoCAD Format 2-D graphics filter (Dxfimp32.flt) supports all AutoCAD versions through Release 12, including AutoCAD for Microsoft Windows.

The filter has the following limitations:

- Extrusions that are part of 3-D drawings are not supported.
- Control codes and special characters embedded in text shapes that require special characters are not supported.
- The .dxf files that require separate shape definition files are not supported.
- For multiple viewport .dxf files, the file is imported using the current viewport.

### CDR

The CorelDRAW graphics filter (Cdrimp32.flt) supports .cdr, .cmt, .cmx, and .pat files from CorelDRAW 3.0, 4.0, 5.0, and 6.0, and has the following limitations:

- CorelDRAW Preferences--such as page size/orientation, units, grid, and guidelines--are not supported.
- Lenses and powerclips are not supported.
- Pages, layers, and groups are not supported.
- OLE objects are not supported.
- Rotated bitmaps are not supported.
- Object and PostScript texture fills are replaced with solid gray fills.
- Gradient fills are split into monocolored stripes.

- Vector fills are not supported.
- Multi area paragraph text is not supported.

## **EPS**

The Encapsulated PostScript graphics filter (Epsimp32.flt) supports the Adobe Systems Encapsulated PostScript Specification versions 3.0 and earlier. The filter supports .eps images from tagged image file format (TIFF) and Microsoft Windows Metafile (.wmf) embedded previews. Microsoft Picture It! will only import the rasterized thumbnails from these files; EPS files without thumbnails will appear blank within Picture It!

## **GIF**

The Graphics Interchange Format filter (Gifimp32.flt) supports file format versions GIF87a (including interlacing) and GIF89a (including interlacing and transparency). The GIF filter works with the Portable Network Graphics filter (Png32.flt) to import GIF files into Microsoft Picture It!. The GIF filter has the following limitation: Only the first image of a multi-image (animated) GIF is imported.

## **JPG, JPEG**

The JPEG graphics filter (Jpegim32.flt) supports Version 6.0 of the JPEG File Interchange Format (JFIF).

The JPEG filter has the following limitations:

- The filter does not support JPEG Tagged Interchange Format (JTIF) files.
- The filter does not support cyan-magenta-yellow-black (CMYK) JPEG files.

## **PCD**

The Photo CD graphics filter supports Kodak Photo CD Version 3.0.

## **DRW**

The Micrografx Designer/Draw graphics filter (Drwimp32.flt) supports Micrografx Designer 3.x, Charisma 2.1, and Draw files. The filter imports the entire first page of the file as it would appear in Micrografx Designer because these files don't contain information about the size of the image. Once the image is imported, you can crop the bounding box to make it fit the size of the image.

The Micrografx Designer/Draw filter has the following limitations:

- Text arrays are not supported.
- Some Micrografx Designer 3.x fonts are not supported.
- Clip paths and tiled paths aren't supported.
- Gradient fills aren't supported.

## **PCX**

The PC Paintbrush graphics filter (Pcximp32.flt) supports all versions of the .pcx file format through ZSoft version 3.0, with support for 256-color images.

## **PNG**

The Portable Network Graphics filter (Png32.flt) supports files conforming to the Portable Network Graphics Tenth Specification (Version 1.0)

## **TIF**

The Tagged Image File Format graphics filter (Tiffim32.flt) supports all image types and compressions that conform to TIFF Specification Revision 5.0 and 6.0, Part1: Baseline TIFF. These types include monochrome, grayscale, palette color, and RGB Full Color images. The filter correctly handles a single 8-bit alpha channel stored with an RGB Full Color image. The TIFF filter also supports the TIFF Extension for CMYK images.

The TIFF filter has the following limitations:

- Only the first image of a .tif file with multiple images (subfiles) is imported.
- The filter does not support multiple alpha channels (stored as subfiles) or alpha channels that don't have 8 bits per pixel.

### **TGA**

The Targa graphics filter (Tgaimp32.flt) supports Truevision Targa images with up to 32 bits per pixel.

### **BMP DIB**

The Microsoft Windows Bitmap graphics filter (Bmpimp32.flt) supports Microsoft Windows and OS/2 bitmaps, Run Length Encoded (RLE) bitmaps, and device-independent bitmaps (DIB).

### **WPG**

The WordPerfect Graphics import filter (Wpgimp32.flt) supports WordPerfect Graphics versions 1.0, 1.0e, and 2.0, which correspond to WordPerfect version 6.x and earlier. For graphics stored in WordPerfect documents, the filter uses the size of the picture frame stored in the document to determine the size of the picture to import. For .wpg images created in DrawPerfect, the frame size is the size of the screen.

The WordPerfect Graphics import filter has the following limitations:

- PostScript information is lost in Encapsulated PostScript images embedded in WordPerfect Graphics files.
- WordPerfect Graphics files with large, embedded bitmaps may not appear properly on computers that use the Mach series video drivers from ATI. If you think you have this problem, try running Microsoft Windows Setup and changing your video driver to the 8514/a drivers supplied with Microsoft Windows.

## **Associating a file type so Picture It! will be the default application to open it**

Microsoft Picture It! will set itself as the default application to open an image file if the file type doesn't already have a program associated with it. If you have a file type that Microsoft Picture It! can open, and you wish to set Picture It! as the default program to open it, do the following:

- 1 In **My Computer** or the Microsoft Windows Explorer, click the **View** menu, and then point to **Folder Options**.
- 2 Click the **File Types** tab.
- 3 In the **Registered file types** list, click the file type that you want to change. The settings for that file type are shown in the **File Type Details** box.
- 4 Click **Edit**.
- 5 In the **Actions** box, click **Open**.
- 6 Click **Edit**, click **Browse**, and then select the **Microsoft Picture It!** icon. Microsoft Picture It! is in the Microsoft Picture It! directory under Program Files.

**Note:** There are several third-party or custom image files formats that Picture It! cannot open. Check the manuals of the software that created those files for more information on how to convert them to a form that Picture It! can read.

## **Associating a file type so another program will be the default application to open it**

Microsoft Picture It! will set itself as the default application to open an image file if the file type doesn't already have a program associated with it. If you have a file type that Microsoft Picture It! has set itself to open, and you wish to set another program to open it instead, do the following:

- 1 In **My Computer** or the **Microsoft Windows Explorer**, click the **View** menu, and then point to **Folder Options**.
- 2 Click the **File Types** tab.
- 3 In the **Registered file types** list, click the file type that want to change. The settings for that file type are shown in the **File Type Details** box.
- 4 Click **Edit**.
- 5 In the **Actions** box, click **Open**.
- 6 Click **Edit**, click **Browse**, and then select the program you want to use to open that type of file.

NT Users who use the Wang or Kodak Image Viewer to view .tif fax files should re-associate the .tif file extension with the Wang or Kodak Image Viewer, because Microsoft Picture It! will only show the first image (so only the first page) of such a faxed file.

## **Uninstalling Microsoft Media Manager**

If you decide not to take advantage of the cataloging features Microsoft Media Manager offers, you can uninstall the program. Uninstalling Microsoft Media Manager frees up disc space and active memory.

- 1 Click the Microsoft Windows **Start** button, click **Settings**, and then click **Control Panel**.
- 2 Double-click **Add \ Remove Programs**.
- 3 Click the Install/Uninstall tab, then from the Select "Microsoft Media Manager" from the list and click **Add/Remove**.
- 4 Follow the on-screen instructions carefully.

Be sure to select the Convert folders back option from the Media Manager uninstall, so that you will still have access to the files created in folders converted to Media Manager folders.

**Note:** If you uninstall Microsoft Media Manager without uninstalling Picture It!, cataloging functions within Microsoft Picture It! will no longer work.

## **Mustek flatbed scanners**

At this writing, the drivers for Mustek flatbed scanners, including the 1200 Pro, do not work with the Picture It! Smart Task Scan feature. This is due to a driver error. Future updates to the scanning software by Mustek may fix the problem. Contact Mustek at <http://www.mustek.com> for software update information.

## Turning off Virus Checkers

Some virus checking programs will not allow Picture It! to be properly installed. If you encounter problems during installation, it may be necessary to first turn off the virus-checking program.

To turn off a virus-checking program perform one of the following procedures:

- If an icon appears on the right end or bottom of your Microsoft Windows taskbar, right-click the icon and choose a command to turn it off (command names vary, but may include *Close*, *Exit* and *Suspend*)

--or--

- If no icon appears on your Microsoft Windows taskbar, try holding down the following keys at once **CTRL+ALT+DELETE**. You will see a list of all the programs that are running. Select the virus-checking program, and click **End Task**.



## Using version 1 or version 2 content with Picture It! 99

Most content used in previous versions of Microsoft Picture It! can still be used in Picture It! 99. If you insert a version 1 or version 2 CD you can still open the content.

- 1 On the Picture It! **File** menu, click **Open**.
- 2 In **Click a Folder** list, point to the CD-ROM drive that contains the Picture It! CD.
- 3 Click the plus sign (+) next to the **Content** folder.
- 4 To open a template, click the **Projects** folder and then choose the project you want.
- 5 To open **PictureArt**, click the **Pict\_Art** folder, and then choose the category and subcategory you want.

## Getting Microsoft Windows NT version 4.0 Service Pack 3

If you have a version of NT version 4.0 that's older than Service Pack 3, you will need to upgrade in order to use Microsoft Picture It!

### Order the Windows NT 4.0 Service Pack 3 CD

Customers in the 50 United States and Canada can order the North American version of Service Pack 3 for Microsoft Windows NT for US \$14.95 (CDN \$20.95) plus customer service and handling charges of US \$5 (CDN \$7.50). Customers can order the product by phone or mail.

- Phone (800) 370-8758
- Fax (716) 873-0906
- In the 50 United States, mail to

Microsoft NT Service Pack 3  
PO Box 1095  
Buffalo, NY 14240-1095

- In Canada, mail to  
Microsoft Service Pack 3 PO  
Box 643  
Fort Erie, ON L2A 6M1  
Canada

Request part number 236-00789 for the North American (128-bit) version and Part Number 236-00791 for the International English (40-bit) version.

**IF YOU ARE ORDERING THE 128-BIT VERSION OF SERVICE PACK 3, PLEASE NOTE:** The North American version of Service Pack 3 is intended for distribution only in the United States and Canada. Effective January 1, 1997, export of this Service Pack from the United States is regulated under "EI controls" of the Export Administration Regulations (EAR, 15 CFR 730-744) of the U.S. Commerce Department, Bureau of Export Administration (BXA). EI controls are the current equivalent of ITAR munitions export controls that previously applied to this product. EI controls require that you obtain a Commerce export license prior to any export, transmission or shipment of this product to any country, other than Canada, or to any person, entity, or end user subject to U.S. export restrictions. For further information, the Commerce export license process and EI controls are described on BXA's Web site. Microsoft will distribute the North American version of Service Pack 3 to U.S. or Canadian companies or persons for end use in the U.S. or Canada only.

**Picture It! Trial version filter problems when installed over Picture It!**

If you installed the Microsoft Picture It! Trial version after installing Picture It! 99, you may encounter some FPX filter problems. To fix these problems, please reinstall Picture It! 99.

## **Microsoft Media Manager Help**

Some of the help topics in Media Manager's help file are out of date and inaccurate.

## **Manually updating the Microsoft Media Manager index**

If you add files to your *Media Manager My Pictures* folder from Microsoft Windows Explorer, you will need to update the index manually in order for the Picture It! search to find the files.

- 1 In Microsoft Windows, click Start, click Windows Explorer, then right-click your **My Pictures** folder .
- 2 Point to **Index**, then click **Update**.

## **Display problems with Number Nine Visual Technology Video Card**

There are some highlight drawing problems in Picture It! on the following system:

- Manufacturer: Number Nine Visual Technology
- Adapter Type: Imagine(tm) Series 2 (HawkEye, Direct Draw)
- Version: 4.0
- Monitor Type: Liyama Vision Master MF-8317

## **Hewlett-Packard LaserJet 5si and 4si**

Some systems may experience problems when printing reprints to HP LaserJet 5si and 4si printers on Microsoft Windows 98. This problem may be fixed by downloading and installing the latest drivers for these printers from the HP web site at <http://www.hp.com>.

## **Minolta Dimage Scan Dual film scanner**

Colors scanned using the Minolta Dimage Scan Dual film scanner may come out wrong. This is due to a driver error. The following steps may fix the problem:

- 1 Launch Microsoft Picture It!
- 2 On the **View** menu item, click **Options**.
- 3 Click the **Scanner/Camera Options** button.
- 4 Set **Scanner Performance** to **Normal**.



## **Plustek flatbed scanners**

At this writing, the drivers for some Plustek flatbed scanners do not work with the Picture It! Smart Task Scan feature. This is due to a driver error. The following steps may fix the problem for some scanners:

- 1 Launch Microsoft Picture It!
- 2 On the **View** menu item, click **Options**.
- 3 Click the **Scanner/Camera Options** button.
- 4 Set **Scanner Performance** to **Normal**.

If the above steps do not help, future updates to the scanning software by Plustek may fix the problem. Contact Plustek at <http://www.plustek.com> for software update information.

## **Visioneer flatbed scanners**

At this writing, the drivers for Visioneer flatbed scanners, including the PaperPort 6000, do not work with the Picture It! Smart Task Scan feature. This is due to a driver error. Future updates to the scanning software by Visioneer may fix the problem. Contact Visioneer at <http://www.visioneer.com> for software update information.

## Year 2000 issues

Microsoft Picture It 99 interprets dates differently, depending on which version OLEAUT32.DLL is installed in the system folder of your computer.

If the version of OLEAUT32.DLL that's installed in your system folder is 2.20.4049 or later, Picture It 99 interprets dates entered with an abbreviated year format, such as mm/dd/yy, as follows:

- 1/1/00 through 12/31/29 are interpreted as 1/1/2000 through 12/31/2029
- 1/1/30 through 12/31/99 are interpreted as 1/1/1930 through 12/31/1999

If you have Office97 and/or Windows NT 4.0, your system probably has a version of OLEAUT32.DLL that follows the previously outlined rules.

If the version of OLEAUT32.DLL that's installed in your system folder is earlier than 2.20.4049, Picture It 99 interprets dates entered with an abbreviated year format as follows.

- If the current century is the 20th, 1/1/00 through 12/31/99 are interpreted as 1/1/1900 through 12/31/1999
- If the current century is the 21st, 1/1/00 through 12/31/99 are interpreted as 1/1/2000 through 12/31/2099

To find out which version of OLEAUT 32.DLL you have, perform the following procedure:

- 1 On the **Start** menu, click **Find** and then click **Files or Folders**.
- 2 In the **Named** text box, enter **Oleaut**.
- 3 In the **Look in** list, click **[C:]**, and check **Include subfolders**.
- 4 Click **Find Now**.
- 5 In the list of files, highlight **Oleaut 32.dll**
- 6 On the **File** menu, click **Properties**
- 7 In the dialog box, click the **Version** tab, and then read the version number.

If the version is earlier than 2.20.4094 you may wish to download the latest version of this file for greater flexibility when working with calendar dates in Picture It! You can obtain this file at:  
<http://support.microsoft.com/download/support/mslfiles/Msvbvm50.exe>

## **Microsoft Media Manager installed in Microsoft Windows 98**

In Microsoft Windows 98 with Microsoft Media Manager Cataloging installed, folders placed inside the \My Documents\My Pictures folder cannot be accessed from Microsoft Internet Explorer. Microsoft Picture It! and other programs can still access these folders and subfolders.

## PhotoDisc

*Note: PhotoDisc digital images are an important part of Microsoft PictureIt! The following background and ordering information is provided by PhotoDisc, Inc. as a service to PictureIt! users.*



## Enhance your PictureIt! projects with professional photography!

Have an idea in mind, but don't have the right photo on hand? Get just what you're looking for with ready-to-use digital images from PhotoDisc®, the leader in digital stock photography.

### **A Creative Edge.**

PhotoDisc's award-winning photos give you a full range of powerful and professional choices for your business and personal communications. For creative, attention-grabbing cards, calendars, flyers, mailers, presentations, newsletters, personal web pages and more, you'll find thousands of options with high-quality images from PhotoDisc.

The enclosed PictureIt!-ready images are just a sampling from the PhotoDisc collection of royalty-free photographs available online.

For lots of choices at an affordable price, PhotoDisc has an easy new online photography collection specially designed for PictureIt! and Microsoft Office® users. It's called **PowerPics™**. At [www.powerpics.com](http://www.powerpics.com) you'll find thousands of high-quality photos ranging from ...

**personal choices** such as holiday themes, travel, nature, animals, sports and vintage shots, to ...

**common business themes** such as success, time, money, communication and teamwork, as well as a myriad of photographic backgrounds and icons (such as computers, telephones and more) ...

that you can use to add impact to your everyday communications. Searching through the collection is free. And when you find what you're looking for, you'll be surprised at how affordable professionally taken photos can be to purchase.

Each PowerPics image is available in your choice of two sizes — to get the best results onscreen or on your desktop color printer. Simply choose your images and your file size, and register to purchase. You can have the images you need in just minutes — the

JPEG files are carefully compressed for speedy downloading and easy, rewarding use with most PC applications.

And because PowerPics photos are sold only online, they're ready when you are: 7 days a week, 24 hours a day.

### **We've Taken Care of Everything for You.**

As the highest-rated provider of digital stock photography, PhotoDisc has the keys to making sure the image is right, every time. Each of the photographs in the PowerPics collection is chosen from the portfolios of award-winning photographers, carefully scanned with the highest-quality scanning technology, color-corrected and stored in full-color JPEG format for dazzling impact.

And once you've made a purchase from [www.powerpics.com](http://www.powerpics.com), your PowerPics images are always ready for you from your Previous Purchase page online.

### **Five FREE Photos for PictureIt! Users!**

We're so sure you'll like the idea of fueling your imagination with professional photography online, that we've reserved five FREE images for you. They're waiting for you right now at [www.powerpics.com](http://www.powerpics.com). See for yourself how easy it is to download and use high-quality digital photos from PowerPics!

And PhotoDisc is adding fresh new images to the PowerPics collection constantly — be sure to check out [www.powerpics.com](http://www.powerpics.com) frequently to see the latest ways to add polish to your creativity.

### **For More Information.**

For more information about PowerPics images, please use version 3.1 or higher of your browser to access **[www.powerpics.com](http://www.powerpics.com)** on the internet.

### **Licensing.**

For licensing information on the PhotoDisc images included with your PictureIt! software, please look to the Microsoft End User License Agreement. For complete PowerPics licensing information, please visit the PowerPics site.

## **Playing Help movies in Picture It!**

If the movies in Microsoft Picture It! Help and the Introduction do not play properly, turn on Video Compression:

- 1 In Microsoft Windows, click **Start**, point to **Settings**, and then click **Control Panel**.
- 2 Double-click **Add/Remove Programs**, and then click the **Windows Setup** tab.
- 3 From the **Components** list, click **Multimedia**, and then click the **Details** button.
- 4 Select the **Video Compression** checkbox, then click **OK**.
- 5 Click **OK** again to exit the **Control Panel**. You may be asked to insert your Microsoft Windows CD.

## **Installing Picture It! on systems with Hewlett-Packard OfficeJet devices**

If you have Hewlett-Packard OfficeJet devices installed on your system, you may have trouble installing Microsoft Picture It! Usually, turning off the OfficeJet software before installing Picture It! solves this problem. To turn off the OfficeJet software, right-click the OfficeJet Software Icon on the Task bar, then click **Close OfficeJet Software**.



