



PHOTO TOOLS™

User Manual
Windows® Version 1.1

© 1997 Extensis Corporation. This manual and the software described in it are copyrighted with all rights reserved. Under the copyright laws, neither this manual nor the software may be copied, in whole or part, without the written consent of Extensis Corporation, except in the normal use of the software or to make a backup copy of the software. This exception does not allow copies to be made for others.

Extensis, the Extensis logo, PhotoTools, PhotoBars, PhotoText, Intellihance Lite, PhotoTips, PhotoEffects, PhotoBevel, PhotoEmboss, PhotoGlow and PhotoShadow are trademarks of Extensis Corporation. Adobe and Adobe Photoshop are registered trademarks of Adobe Systems Incorporated, which may be registered in certain jurisdictions. Microsoft and Microsoft Windows are registered trademarks of Microsoft Corporation in the United States of America and other countries. All other trademarks are property of their respective owners.

Extensis warrants the disks on which the software is recorded to be free from defects in materials and faulty workmanship under normal use for a period of ninety (90) days from the original date of purchase. If a defect occurs during the 90-day period, you may return the disks to Extensis Corporation for a free replacement provided that you have previously returned your product registration card to Extensis Corporation. This warranty is limited to replacement and shall not encompass any other damages, including but not limited to loss of profit, and special, incidental, or other similar claims. This software is provided on an "as is" basis. Except for the express warranty set forth above, Extensis Corporation makes no other warranties, either express or implied, regarding the enclosed software's quality, performance, merchantability, or fitness for a particular purpose.

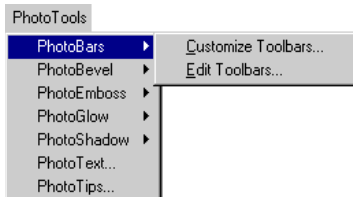
Extensis Corporation
1800 S.W. First Avenue, Suite 500
Portland, OR 97201
Telephone: (503) 274-2020
Fax: (503) 274-0530
Technical Support: (503) 274-7030
E-Mail: support@extensis.com
World Wide Web: www.extensis.com

Contents

Installation and Getting Started	1
Installation	1
Registration	2
Technical Support	2
Suggestions	2
PhotoBars	3
Starting PhotoBars	3
Changing Toolbar Types, Location, and Size	4
Customizing Toolbars	5
Creating Custom Buttons	6
Adding Your Own Button Icons	7
PhotoText	8
Opening and Using PhotoText	9
Intelligence Lite	11
Customizing Intelligence Lite	11
Adjusting Intelligence Filters	12
PhotoTips	14
Reading PhotoTips	14
PhotoEffects	15
Using PhotoEffects	15
PhotoBevel	17
PhotoEmboss	18
PhotoGlow	19
PhotoShadow	20

1 – Installation and Getting Started

Welcome to Extensis PhotoTools™. You've just purchased a collection of plug-ins that enable you to work faster, easier and more efficiently in Photoshop®. PhotoTools was designed to address the everyday needs of Photoshop users. Whether you're creating artwork for a Web page or adding special effects to an image, PhotoTools increases your efficiency.



The PhotoTools menu item, appended to the right of your Photoshop menu items, offers convenient access to PhotoTools plug-ins. For example, each of the four PhotoEffects (Bevel, Emboss, Glow and Shadow) appears in this menu, along with submenus of effect sets that you've custom-created and saved.

The eight plug-ins in PhotoTools share a consistent user interface and are designed and tested to work smoothly with Photoshop 3.0.5 and later. We believe you'll find PhotoTools a natural extension of Photoshop. PhotoTools and Photoshop—standard equipment for creative professionals.

Installation

PhotoTools works with any PC that is running Windows 95 or NT 4.0 and is capable of running Photoshop 3.0.5 or later. The PhotoTools software will occupy approximately 3MB of space on your hard drive.

► To Install PhotoTools:

- 1. Insert the PhotoTools disk into the disk drive.**
- 2. Navigate to the PhotoTools directory and launch the "Setup.exe" file.**

The PhotoTools Setup application starts.
- 3. In the Welcome dialog box, click the Next button.**
- 4. In the Select Application dialog box, select the version of Photoshop that you want to use with PhotoTools.**
- 5. Next, choose the Plug-In directory where you want to use PhotoTools.**

If Photoshop is installed on your hard disk, its Plug-In directory is already selected.

- 6. Click the Next button.**

Installation is complete.

Registration

It is important to register your copy of PhotoTools so we can provide you with the best possible service. Registered users of PhotoTools are eligible for technical support, information regarding new versions and products, discounts and special offers on new products.

Your product registration number is located on the back of this manual. If you choose not to personalize your copy, PhotoTools will run in a demonstration mode that allows you to use the product for 30 days. Purchase a registered copy of PhotoTools by calling Extensis at 1-800-796-9798.

Tip

We can also be reached via fax at **(503) 274-0530**, or through the online services listed below.

CompuServe: 70242,33

America Online: EXTENSIS

Internet: support@extensis.com

Web: <http://www.extensis.com>

Technical Support

If you have questions regarding PhotoTools, please refer initially to this manual, which describes the features and basic operations. If your question or problem is not addressed in this manual, you can call (503) 274-7030 for technical support, Monday through Friday, from 8:00 A.M. to 5:00 P.M. Pacific Time.

When calling technical support, please be at your computer and have the following information available: your PhotoTools registration number, your system configuration and your question or a description of the difficulty you're experiencing—what specifically occurs and when. Take note of any displayed error numbers or messages and any other information you think may be relevant.

Suggestions

We'd love to hear your comments about PhotoTools, ideas for new plug-ins or improvements on existing plug-ins. A suggestion page is included at the end of this manual. Please fax or mail your comments and suggestions to Extensis.

2—PhotoBars



Example of a PhotoBar for File menu commands

PhotoBars brings the one-click convenience of toolbars to Photoshop, offering instant access to hundreds of Photoshop commands, tools, and menus. Several toolbars are preconfigured to include tools and commands that any Photoshop user will find useful. Since not all users are the same, PhotoBars gives you the power to customize toolbars by adding, removing, or arranging buttons according to your preferences. Also, toolbars can be displayed or hidden as needed.

You can display toolbars as resizable floating palettes or as embedded toolbars on the edge of the screen. These flexible display options allow you to maximize valuable screen space. PhotoBars allows you to collect in one place the commands and tools you use most, and have them right at your fingertips.

Starting PhotoBars

When first installed, PhotoBars automatically displays several default toolbars. The default toolbars contain preselected buttons; each button represents a Photoshop or PhotoTools command. You can customize the toolbars by adding, removing, or arranging the buttons according to your preferences.



► To open the PhotoBars dialog box:

- Click the PhotoBars button in the PhotoTools toolbar, *or*
- Select PhotoBars from the PhotoTools menu in the Photoshop menu bar.

► To display or hide toolbars:

- In the Edit Toolbars... dialog box, click in the checkmark area next to a toolbar.

Checked toolbars are visible.

Tip

Tool Tips enable you to see an instant description for any toolbar button by holding the cursor over the button. This is useful for discovering any button's function.



Tip

Double-clicking the title bar or gray area around toolbar buttons embeds a floating toolbar to the edge of the screen. Double-clicking an embedded toolbar detaches it to become a floating toolbar.

Changing Toolbar Types, Location, and Size

PhotoBars provides two types of toolbars: embedded and floating. Embedded toolbars are anchored to the top, bottom, left, or right of the screen. Floating toolbars are resizable, movable, and float over Photoshop's windows. The name of a floating toolbar is displayed above the toolbar icons.

► To change toolbars from embedded to floating:

- Double-click in an unused portion of the toolbar, *or*
- Click and hold the mouse button in an empty area of the toolbar. Drag the cursor out of the toolbar area and release the mouse button.

The embedded toolbar disappears and a floating toolbar appears.

► To change toolbars from floating to embedded:

- Double-click in the title bar or an empty area of the toolbar, *or*
- Click and hold the mouse button in the title area of the floating toolbar. Drag the cursor to the edge of the screen and release the mouse button.

The floating toolbar disappears and an embedded toolbar appears.

► To change an embedded toolbar's location:

1. Click and hold the mouse button in an empty area of the toolbar.
2. Drag the cursor out of the toolbar area and to the edge of the screen where you want the toolbar. Release the mouse button.

The toolbar moves to the specified edge of the screen.

► To change a floating toolbar's location:

1. Click and hold the mouse button in the title area of the toolbar.
2. Drag the cursor to the desired location for the toolbar and release the mouse button.

The toolbar moves to the specified location.

► To change a floating toolbar's size:

1. Click and drag the edge of the toolbar.

As you drag the edge, the outline of the toolbar changes.

2. Release the mouse button.

The toolbar is displayed in the new size.

Customizing Toolbars

All toolbars in PhotoBars are configurable. Using the Customize Toolbars dialog box, you can create, edit, and delete toolbar buttons.



► To open the Customize Toolbars dialog box:

- Select **Customize Toolbars...** from the **PhotoBars** submenu of the **PhotoTools** menu, *or*
- In the **Edit Toolbars...** dialog box, click the **Customize** button, *or*
- Click the **Customize Toolbars...** button on the **PhotoTools** toolbar.

The Customize Toolbars dialog box appears.

Tip

To create a new toolbar instantly, simply drag a button to the desktop.

► To create a new toolbar:

- In the **Customize Toolbars** dialog box, click and drag a button to an area of the screen not occupied by a toolbar, *or*

1. Click the **New** button in the **PhotoBars** dialog box.

The New Toolbar dialog box appears.

2. Enter a name for the toolbar in the **New Toolbar Name** field.
3. Click the **OK** button.

The new toolbar is displayed. To add buttons, click and drag them from the Customize Toolbars dialog box to the toolbar.

► To add a button to a toolbar:

1. Make sure the toolbar you want to add the button to is displayed on the screen.
2. In the **Customize Toolbars** dialog box, select a category in the **Categories** list.

The buttons in that category appear in the **Buttons** field.

3. Click and drag the desired button from the **Button** field to the toolbar.

When you release the mouse button, the button is added to the toolbar.

4. Click the **Done** button when you are finished.

Tip

To delete buttons without opening the Customize Toolbar dialog box, simply drag a button off a toolbar while holding down the Alt key.

Tip

To open the Customize Toolbars dialog box directly, use the Customize button on the PhotoTools toolbar.



Tip

To move a button or modify its spacing without opening the Customize Toolbars dialog box, hold down the Alt key while dragging the button.

► To remove a button from a toolbar:

1. **Make sure the toolbar containing the button you want to remove is shown on the screen.**
2. **With the Customize Toolbars dialog box open, click on the button you want to move and drag it off the toolbar.**

When you release the mouse button, the button is removed from the toolbar.

3. **Click the Done button when you are finished.**

► To move buttons on a toolbar:

1. **Make sure the toolbar containing the button you want to move is shown on the screen.**
2. **With the Customize Toolbars dialog box open, click and drag the button to a new location.**

The new location can be on the same toolbar or on a different toolbar. When you release the mouse button, the button moves to the new location.

► To add space between buttons:

1. **Make sure the toolbar you want to work with is shown on the screen.**
2. **With the Customize Toolbars dialog box open, click and drag the button slightly to the left, right, up, or down.**

When you release the mouse button, a space appears next to the button. Vertical spacing of buttons is allowed only in single column floating toolbars.

Creating Custom Buttons

In addition to the hundreds of predefined buttons available in PhotoBars, you can also create your own custom buttons.

► To create a custom button:

1. **In the Customize Toolbars dialog box, click the New Button button.**

The Edit Custom Button dialog box appears. Custom buttons can represent Keystrokes, Photoshop menu items, or Plug-In items.

2. **Click the Keystroke, Menu, or Plug-In Item option button.**

3. Provide PhotoBars with additional information about the button.

- **If you selected Keystroke, enter the keystroke now. PhotoBars will activate the keystroke when you click the toolbar button.**
- **If you selected Menu, enter the menu and menu item numbers corresponding to the desired menu item.**
- **If you selected Plug-In Item, select the Plug-In name and command number. This command will be triggered when you click the toolbar button.**

A description of the button command appears in the Description field. You can edit the button description by changing the text in this field.

4. Click the OK button.

The button is added to the Custom Buttons category. You can add the Custom button to a toolbar, just as you would a predefined button.

Adding Your Own Button Icons

You can create your own icons for toolbar buttons. Just use any Windows paint program to design your icons.

► To add a button icon:

1. Design an icon in any Windows paint program.

The button icon you design must meet the following requirements:

- **Size must be 19 pixels wide by 17 pixels tall**
- **16-color image**

(PhotoBars provides the necessary border for selected and deselected icons.)

2. Copy your newly created icon to the Clipboard.

3. Open Photoshop and the Customize Toolbars... dialog box.

4. Click New Button.

The Define Icon dialog box appears.

5. Define settings for the new button.

6. Click the Button icon on the right side of the dialog box.

The icon is added to those shown in the dialog box. An alert box appears if the pasted icon is the incorrect size.



3—PhotoText

PhotoText is a full-featured text layout system for creating and formatting text within Photoshop. The PhotoText dialog box displays a resizable, zoomable preview of your Photoshop background or layer image, conveniently surrounded by an array of PhotoText tools. Everything you need for adding, manipulating and positioning text is available within the PhotoText dialog box. You can even create multiple text blocks. You will also notice that PhotoText also incorporates commands in the pull-down menus.

The PhotoText dialog box

- A** The Apply button adds the text in the PhotoText dialog box to the active layer or image in the Photoshop window. The text is placed in Photoshop as a floating selection.
- B** The "Cancel" button closes the dialog box without applying your changes.
- C** The Text tool button changes your cursor to an I-beam for creating, selecting and editing text. You can define your text block while in the Text tool mode by clicking and dragging the mouse.
- D** The "Arrow" button changes your cursor to an arrow for resizing or moving text blocks.
- E** The "Zoom" button changes the cursor to a magnifying glass. Use the Control key to zoom in or out.
- F** The "Eyedropper" button picks up a pixel of color from your image for applying to text.
- G** "Fill Color" displays the currently selected text color. It also provides a pop-up color menu that has access to Photoshop's color picker, as well as the current Foreground and Background colors.
- H** The "Text Anti-Alias" option smooths the edges of text created in larger font sizes.
- I** When the eyedropper is active, this area shows the color values for the pixel that the cursor is over.
- J** The X and Y numbers indicate your cursor's position on the screen.
- K** The "Fonts" pop-up menu contains a list of available fonts to choose from.
- L** The "Styles" buttons control character styles: Normal, Bold, Italics, Underline, Outline, Shadow, Small Caps and All Caps.
- M** The "Alignment" buttons control the justification settings of text within the entire text block: Left, Right, Center and Full.
- N** The "Size" pop-up menu and text field adjust the font size of the selected text.
- O** The "Leading" pop-up menu and text field adjust the space between lines of the selected text.
- P** The "Tracking" pop-up menu and text field adjust the space between the selected characters.
- Q** The "Character Width" pop-up menu and text field adjust the width of the selected characters.
- R** The Preview Area shows a sample of the text before you add it to your image.
- S** Click the Extensis logo for information on PhotoTools and Technical Support.



When the PhotoText dialog box is open, special menus become available, containing PhotoText-specific options. For example, the PhotoText menu contains the Export Text Block option.

PhotoText New Text Block Ctrl+N Cancel PhotoText Ctrl+W Place Direct Ctrl+D Place Direct Export Text Block Ctrl+S	Font Arial Courier Courier New Fixedsys Marlett Modern MS Sans Serif MS Serif PSStock Roman Script Small Fonts Symbol Symbol Symbol System Terminal Times New Roman Wingdings ZapfDingbats	Text 9 point 10 point 12 point 14 point 24 point 36 point 48 point 72 point <input checked="" type="checkbox"/> Plain <input checked="" type="checkbox"/> Bold Alt+B <input checked="" type="checkbox"/> Underline Alt+U <input checked="" type="checkbox"/> Italics Alt+I <input checked="" type="checkbox"/> Shadow <input checked="" type="checkbox"/> Strikethrough <input checked="" type="checkbox"/> Small Caps <input checked="" type="checkbox"/> All Caps <input checked="" type="checkbox"/> Left Alt+L <input checked="" type="checkbox"/> Center Alt+M <input checked="" type="checkbox"/> Right Alt+R <input checked="" type="checkbox"/> Justify Alt+J	Spacing <input checked="" type="checkbox"/> Auto Leading 9 point 10 point 12 point 14 point 24 point 36 point 48 point 72 point <input checked="" type="checkbox"/> No Track Very Loose Loose Tight Very Tight <input checked="" type="checkbox"/> Normal Width (100%) 50% 70% 80% 90% 110% 120% 130% 150%
---	---	---	--

Use the PhotoText dialog box to place text, add color and character styles and adjust leading, font size, tracking/kerning, character width and alignment. The preview area shows you the contents of the currently active layer, so you can position text blocks exactly where you want them. You'll enjoy the added benefit of immediately seeing your results as you take advantage of PhotoText's tools.

Opening and Using PhotoText



The Text tool

Tip

To create a text block, click and drag the text tool I-beam in the Preview Area.



The Arrow tool

Tip

Press Control-Tab to toggle between the Arrow and Text tools.

Tip

You can change most text attributes for individual characters or for an entire text block. Use the Text tool to make changes at the character level, or the Arrow tool to make changes to an entire text block.

Tip

To adjust the space between two characters (kerning), position the insertion point between the two characters. Then adjust the value displayed in the Tracking field.

► To open the PhotoText dialog box:

- **Choose PhotoText from the PhotoTools menu in the Filters menu or choose PhotoText from the PhotoTools menu.**

To create a text block:

- **With the Text tool selected, click anywhere in the PhotoText dialog box. You can also click and drag to define a text block with exact bounding borders. Then release the mouse button and begin typing.**

For precise text block positioning, use the cursor coordinate information displayed in the lower left corner of the dialog box.

To move a text block:

1. **Click the “Arrow” tool in the PhotoText dialog box.**
2. **Click a text block and drag it to its new position.**

You can also move a text block after applying it in your document.

To manipulate text, you have two options:

Option 1

1. **Click the “Text” tool in the PhotoText dialog box.**
2. **Select the text you want to change.**

You can select text using the Text tool, or you can use the Arrow tool to select an entire text block.

3. **Use the tools in the PhotoText dialog box to modify the appearance of the text.**

Option 2

1. **Click the “Arrow” tool in the PhotoText dialog box.**
2. **Select the text block(s) you want to modify.**
3. **Use the tools in the PhotoText dialog box to modify the appearance of the text.**

To save text you have created in PhotoText:

- 1. Select the text block(s) with the “Arrow” tool.**
- 2. Choose Export Selected Text Blocks from the PhotoText menu.**

Your text will be saved as a text document on your hard drive.



The Apply button

To apply text to a Photoshop image:

- Once the text in the PhotoTools windows appears as you want it, click the Apply button.**

Your text will be returned as a floating selection in the document window if you're using Photoshop 3.0, or as a new layer in Photoshop 4.0.

Note: PhotoText remembers the last-used font and most of the last-used text attributes when creating a new text block or opening PhotoText in a new session.

Tip

You can convert a floating selection into a layer by Alt-double-clicking it in the Photoshop Layer palette.

4—Intelligence Lite



Intelligence Lite is a condensed version of Extensis' full Intelligence product for Photoshop. Intelligence Lite improves the way your RGB digital images appear in print or on the screen by intelligently analyzing each image and then automatically applying filters for contrast, brightness, saturation, sharpness and despeckle.

Although we believe Intelligence's default preferences will satisfy the majority of users, you can customize the way Intelligence applies filters—choose exactly how you want the intelligent enhancement engine to analyze and enhance each image.

Note: The full Intelligence product works on grayscale and CMYK images as well as RGB and includes a Fine Tune option for adjusting images manually. It provides a Preview screen in which you can view your original image and the enhancements that Intelligence proposes to make when you process it as well as previewing changes to preference settings. Intelligence also allows you to save and load custom preference settings and run in batch processing mode with batch processing or scripting applications. To learn more about Intelligence, you can download a full-working demonstration version from the Extensis Web site (<http://www.extensis.com>), or call Extensis at 1-800-796-9798.

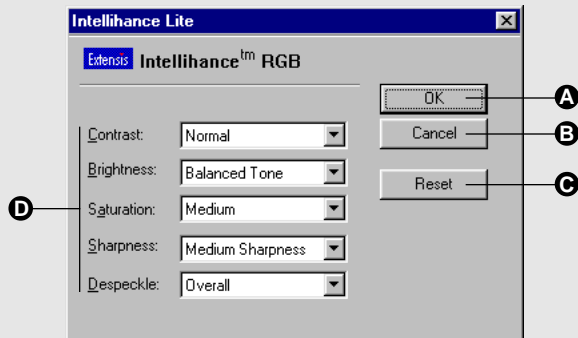
Customizing Intelligence Lite

Clicking the Preferences button in the Intelligence Lite dialog box displays the Preferences dialog box. Using the pop-up menus, you can customize the way Intelligence Lite applies the contrast, brightness, saturation, sharpness and despeckle filters.

Intelligence analyzes and compares your original image to the output settings you've chosen, and then automatically processes the image to match your preferences.

The Intelligence Lite Preferences dialog box

- A Click to have Intelligence start processing the current image with the output settings defined in this Preferences dialog box (Return).
- B Click to exit Intelligence Lite without making any changes to your image.
- C The Reset button reverts the selections in the pop-up menus to their original settings.
- D Pop-up menus containing preferences that determine how the intelligent enhancement engine will optimize your image.



To customize Intellihance Lite:

1. **Choose Intellihance Lite from the PhotoTools menu in the Filters menu or choose Intellihance Lite from the PhotoTools menu.**

The Intellihance Lite dialog box appears.

2. **Click the Preferences button.**

The Intellihance Lite Preferences dialog box appears.

3. **Determine the way you want your output to appear and make the corresponding selections from the pop-up menus.**

4. **Click OK and then click Enhance Image to apply the changes.**

You can then apply the same set of preferences to multiple images. Click Reset in the Intellihance Lite Preferences dialog box to revert to the original settings.

Adjusting Intellihance Filters

You can adjust five separate filters from the Intellihance Preferences screen. Each filter has a menu of predefined effects.

- Contrast
- Brightness
- Saturation
- Sharpness
- Despeckle

Contrast

The Contrast filter gives you four options for adjusting tonal correction. The Normal option brightens highlights, darkens shadows and establishes midtones for best overall contrast. Select the Soft option if you want to maintain maximum shadow and highlight detail or if you want to lower contrast overall. Select the Snappy option if you want your image to have solid blacks and solid whites or to increase contrast. Select the Hard Contrast option if you want images with high contrast or if you want a posterized effect. If you don't want any correction, you can turn this filter Off.

Two additional options are available for special publishing applications. Flatten Highlights may be useful when printing on newspaper to allow you to use the paper itself to represent the highlight in the image. Flatten Shadows may be useful when you want to push some shadow noise into the blacks.



- Off
- Deeper Shadows
- Shadow Emphasis
- Balanced Tone
- Midtone Emphasis
- Highlight Emphasis

Brightness

The Brightness filter adjusts or shifts various tonal groups. You can shift shadows, midtones or highlights or balance the overall tone of the image. This means, for example, that Intellihance can darken overexposed photographs and lighten underexposed photographs. If you don't want any correction, you can turn this filter Off.

Brightness is a subjective adjustment; try each of the settings for the Brightness filter and see what you like best. After running the settings on several images, you'll find the setting that provides the most desirable results.

- Off
- Low
- Medium Low
- Medium
- Medium High
- High

Saturation

The Saturation filter is a color adjustment filter for automatically adjusting the purity of an image's color. The Medium option provides excellent results for most images. Intellihance automatically examines the saturation of the input image and then increases or decreases the saturation according to the setting for this filter. This is very useful with Photo CD images that are often oversaturated. If you don't want any saturation correction, you can turn this filter Off.

Using the Saturation filter can increase the overall processing time. Unless you have a powerful CPU, you might want to allow extra time to process images that need more saturation.

- Off
- Soft
- Medium Sharpness
- Hard Sharpness
- Extra Hard

Sharpness

The Sharpness filter sharpens soft images by increasing the contrast of adjacent pixels. Like Brightness, Sharpness is also subjective; try each of the settings for the Sharpness filter on several images and see what you like best. If you don't want any correction, you can turn this filter Off. Remember, the Sharpness filter will not sharpen noisy images.

- Off
- Overall
- Dark Tones Only
- Light Tones Only

Despeckle

The Despeckle filter removes noise, such as photograin or scanner-induced noise, while preserving detail. Intellihance detects the edges in an image (the areas where significant color changes occur) and gently smooths the entire image except for those edges.

When you want to reduce image noise, you can use one of the three options to control which portions of the image are adjusted (this allows you to process only noisy pixels without changing highlights or other details). The Overall option is useful for images that are filled with speckles or photograin noise. The Dark Tones Only option works well when you're satisfied with your light tones and only need to adjust dark tones. The Light Tones Only option is for images you might enlarge such that the photograin in the highlights becomes evident. If you don't want any correction, you can turn this filter Off.

5—PhotoTips

PhotoTips & Tricks offers hundreds of valuable Photoshop tips and tricks from Photoshop expert Deke McClelland, author of *The Photoshop 4 for Windows 95 Bible*. These tips will help you use Photoshop more productively. If you select the “Display tips at startup” checkbox, a new Photoshop tip is displayed each time you start up Photoshop.

Reading PhotoTips

To view tips at any time:

1. Choose PhotoTips from the PhotoTools menu.
The Tips and Tricks dialog box appears.
2. Click the Next Tip button to read the next tip, or click More Tips to choose from a list of tips to view.

The Tips and Tricks dialog boxes

- A Photoshop tips are displayed in a scrolling field.
- B Select the “Display tips at startup” checkbox to see a new tip each time you open Photoshop.
- C Click to view the next tip in the series.
- D Click to open a dialog box that shows all available tips by their title (shown at bottom). You can quickly browse tips by topic.
- E Select a tip in this list by clicking it.
- F Click to view the selected tip.

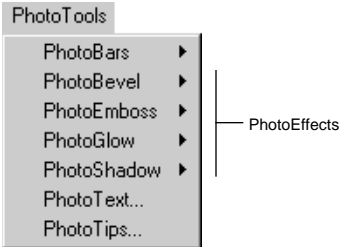
The image shows two dialog boxes from Photoshop. The top dialog is titled "Tips and Tricks" and contains a text area with the tip "The Layer Express" and a checkbox labeled "Display tips at startup" which is checked. On the right side of this dialog are buttons for "Close", "Next Tip", "More Tips...", and "About...". The bottom dialog is titled "More Tips" and contains a list of tip titles: "Layer Advance", "The Layer Express", "Selective Reversions", "Clone Visible Layers", "Nudging Everything", "Bring Up the Paths Palette", "Changing Opacity", "Make Temporary Permanent", and "Selecting the Layer". On the right side of this dialog are buttons for "View" and "Done".

6—PhotoEffects

PhotoEffects is a set of four Photoshop image enhancement tools, consisting of PhotoBevel, PhotoEmboss, PhotoGlow and PhotoShadow.

Using PhotoEffects

To create an effect using PhotoEffects:



1. **Select the area of an image to which you want to apply an effect.**
2. **Choose the desired effect from the PhotoTools menu in the Photoshop Filters menu or in the PhotoBar.**

Select either PhotoBevel, PhotoEmboss, PhotoGlow or PhotoShadow. A dialog box appears for the effect you selected.

3. **Use the options in the dialog box to create the desired effect (explained later in this section).**
4. **To preview the effect as you adjust the settings, select the Auto Preview checkbox; or you can preview the effect at any time by clicking the Preview Now button.**

The preview of the image containing the effect appears in the Preview Area of the resizable dialog box.

5. **Click Apply to apply the effect to your image.**

If you are applying an effect that creates pixels outside of your original selection area, you see a dialog box warning you that your selection will be permanently lost upon applying the effect. (This applies to PhotoShadow, PhotoBevel outer bevels and PhotoEmboss raise, edge and blur.) To retain your selection:

- Click Cancel in the warning dialog box to return to the Effect dialog box and then save your settings (see below).
- Click Cancel.
- Choose Save Selection from the Select menu.
- Open the PhotoEffects dialog box and apply the effect.
- After you have run the PhotoEffects filter, you can restore your selection by choosing Load Selection from the Select menu.

To save PhotoEffects settings for later use:

1. **When you've set the options exactly as you want them, click the Save button in the effect's dialog box.**

A dialog box appears in which you can name and save your settings.

Tip

If you're working with a floating selection and wish to preview it with the background image, choose "Defloat" (Control-J) from the Photoshop Select menu before opening your PhotoEffects filters.

Tip

You can apply PhotoTools Effects to discrete layers in your image. Just select an area of the image with the Lasso or Marquee tool, and use the "New Layer" command to create a new layer for the selection. Then apply the desired effect to the new layer (PhotoBevel, PhotoEmboss, PhotoGlow or PhotoShadow). When you're satisfied with the effect, use the Blending options available for the layer (Multiply, Screen, etc.) to integrate it with the rest of the image.

2. **Type a name for the settings.**
3. **Click Save.**

The name of the new settings appears in the pop-up menu toward the bottom, left corner of the dialog box.

Tip

You can apply a saved effect in two ways: select it in the effect's dialog box, or select it in the PhotoTools menu.

To use PhotoEffects settings that you've saved:

1. **Select the area of an image to which you want to apply an effect.**
2. **Choose the desired effect from the PhotoTools menu in the Photoshop Filters menu.**
3. **In the effect's dialog box, choose the name of your saved settings from the pop-up menu in the lower left corner of the dialog box.**
4. **Make any additional adjustments to the effect if you like.**
5. **Click Apply to apply the effect settings to your image.**

If you are applying an effect that creates pixels outside of your original selection area, you see a dialog box, warning you that your selection will be permanently lost upon applying the effect. (This applies to PhotoShadow, PhotoBevel outer bevels and PhotoEmboss raise, edge and blur.) To retain your selection:

- Click Cancel in the warning dialog box to return to the Effect dialog box and then save your settings (see below).
- Click Cancel.
- Choose Save Selection from the Select menu.
- Open the PhotoEffects dialog box and apply the effect.
- After you have run the PhotoEffects filter, you can restore your selection by choosing Load Selection from the Select menu.

To remove PhotoEffects settings that you've saved:

1. **Choose the desired effect from the PhotoTools menu in the Photoshop Filters menu, from the PhotoTools menu in the menu bar or in the PhotoBar.**

Select either PhotoBevel, PhotoEmboss, PhotoGlow or PhotoShadow. A dialog box appears for the effect you selected.

2. **Choose the name of the saved settings that you want to remove in the pop-up menu in the lower left corner of the dialog box.**
3. **Click the Delete button.**

A dialog box appears, asking you to confirm the deletion of the saved settings.

4. **Click Delete.**

PhotoBevel

Bevels give the selected part of your image a raised appearance by applying highlights and shadows to its inside and outside edges.

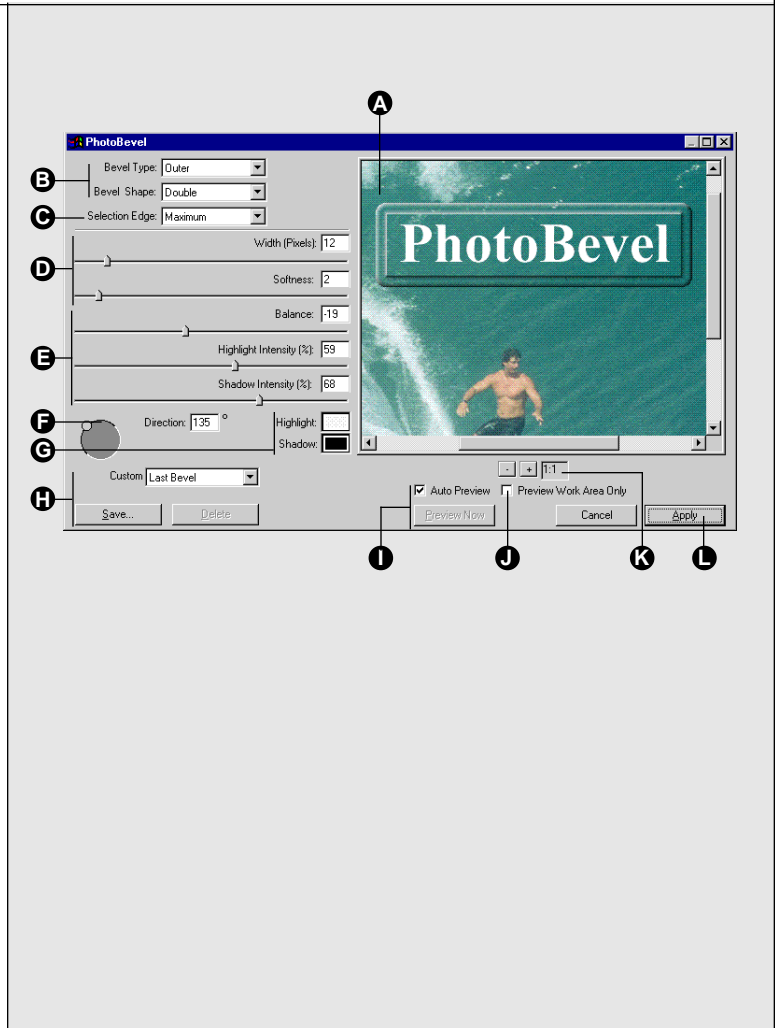
Tip

You can speed up your preview refresh by selecting the Preview Work Area Only checkbox.

PhotoBevel provides several tools for adding a bevel to an image. In addition to choosing whether the bevel is applied to the inside or outside edge of the selection area, you can select one of the four different bevel shapes (Flat, Round, Slope or Double) and control bevel edge tolerance. A Softness option is useful for softening the bevel edge, and controls for the highlight and shadow intensity are at your fingertips. Selecting the direction of the light is as easy as entering a number or spinning the directional ball with your mouse.

The PhotoBevel dialog box

- A The Preview Area shows a sample of the current settings before you apply them to your image.
- B The Bevel Type pop-up menu contains an Inner and Outer Bevel option. The Outer Bevel option is active only if you've selected less than the entire image. The Bevel Shape pop-up menu controls the shape (either Flat, Round, Slope or Double) of the bevel.
- C Selection Edge refers to feathered selections. This option allows you to control which pixels PhotoEffects considers the edge. Maximum uses all of the feathered pixels when defining the bevel area; Minimum doesn't use any feathered pixels; and Medium uses half of the feathered pixels.
- D Width determines the width of the bevel. Softness is similar to a blur. This option softens the transition points between light and dark.
- E Balance adjusts the balance between the Highlight and the Shadow of the bevel. Highlight Intensity and Shadow Intensity control the strength of the bevel highlights and shadows.
- F The Light Direction field indicates and adjusts the direction of the light source.
- G The pop-up color palettes for the bevel's highlight and shadow display an assortment of colors and provide access to Photoshop background/foreground colors.
- H The Save button lets you save the current settings so that they appear in the Custom pop-up menu; the Delete button removes the currently selected settings from the menu. Selecting a saved effect displays its settings in the dialog box; click Apply to use the settings with the current image.
- I Select the Auto Preview checkbox to see your changes reflected immediately in the Preview Area. The Preview Now button is active only when the Auto Preview checkbox is not selected; click this button to update the Preview Area.
- J Selecting this checkbox restricts the preview to showing the selected area only, increasing the preview refresh speed. Deselect the checkbox to see your entire image.
- K Zooms in and out.
- L The Apply button applies your settings to the image and closes the dialog box.



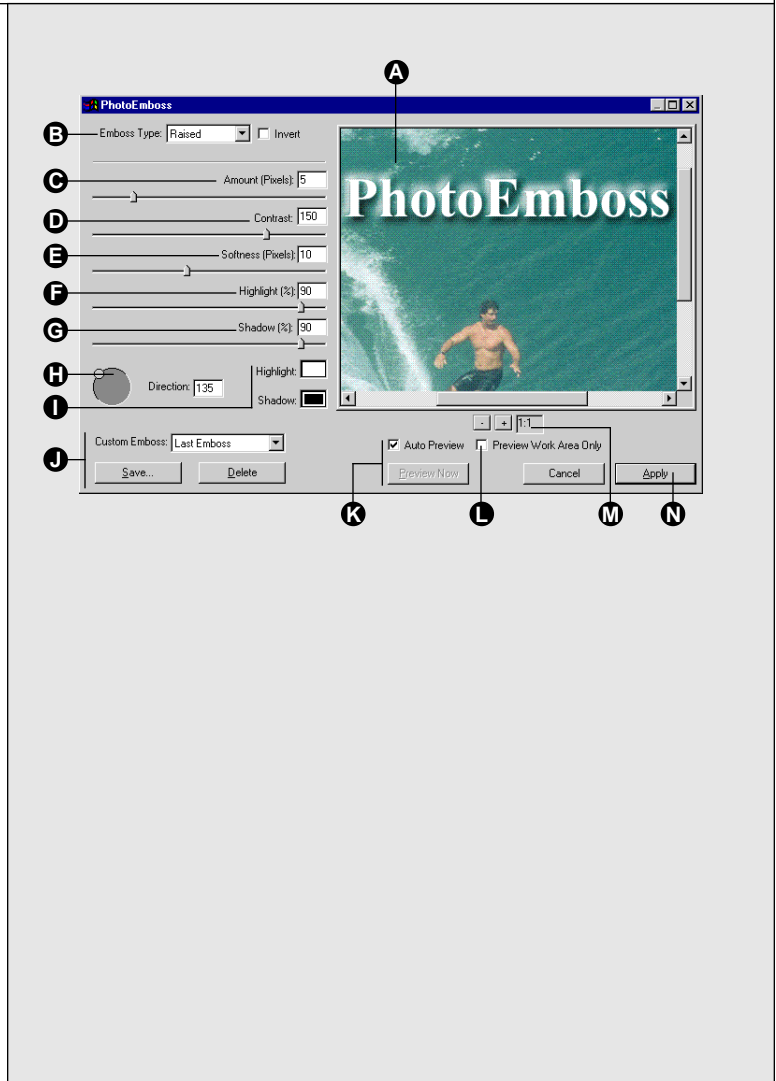
PhotoEmboss

PhotoEmboss works like no other embossing tool. Its unique control and emboss styles give you the ability to create cutouts, embosses, reliefs, recesses and many other special effects.

PhotoEmboss includes options for selecting the emboss type, along with the amount of embossing. You control the contrast, softness, highlight and shadow of the embossing. In addition, you can position a directional light source and customize the color of the emboss highlight and shadow.

The PhotoEmboss dialog box

- A** The Preview Area shows a sample of the PhotoEmboss options before you apply them to your image.
- B** The Emboss Type pop-up menu provides four options:
Cutout typically pushes in the selection area; Raise typically pushes out the selection area; Edges applies the highlight and shadow emboss colors around the inside and outside of the selection edge (this effect more dramatically defines the selection edge); Blur creates an off-focus, fuzzy emboss.
Invert changes the emboss effect by 180 degrees.
- C** Amount indicates the width of the emboss.
- D** Contrast controls the amount of difference between lightness and darkness in the emboss.
- E** Softness is a blur type setting to diffuse the transition from light to dark.
- F** Highlight controls the strength of the emboss highlights.
- G** Shadow controls the darkness of the emboss' shadow edge.
- H** The Light Direction field indicates and adjusts the direction of the light source.
- I** The pop-up color palettes for the emboss effect's highlight and shadow include an assortment of colors and access to Photoshop background/foreground colors.
- J** The Save button lets you save the current settings so that they appear in the Custom pop-up menu; the Delete button removes the currently selected settings from the menu. Selecting a saved effect displays its settings in the dialog box; click Apply to use the settings with the current image.
- K** Select the Auto Preview checkbox to see your changes reflected immediately in the Preview Area. The Preview Now button is active only when the Auto Preview checkbox is not selected; click this button to update the Preview Area.
- L** Selecting this checkbox restricts the preview to showing the selected area only, increasing the preview refresh speed. Deselect the checkbox to see your entire image.
- M** Zooms in and out.
- N** The Apply button applies your settings to the image and closes the dialog box.



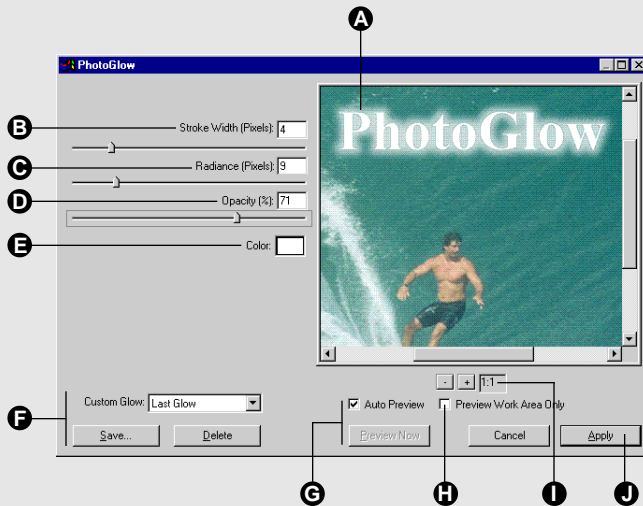
PhotoGlow

In order to create an image of a neon sign or a candle, it's important to add a glow effect around the outer edges of the neon sign, or around the candle's flame. PhotoGlow makes this process easy. In addition, it allows you to add a solid stroke around any selection.

Adding a glow is as easy as selecting the object and experimenting with PhotoGlow's tools. You determine how far the glow should extend and determine its radiance (the glow's diffusion). In the above candle example, you could apply a high radiance for a soft, subtle glow or a low radiance for an intense, hard, bright glow. Also, the glow opacity (or how much the glow is allowed to show through) is under your control. A good use of opacity is on images containing light text applied to a light background. When choosing a glow color darker than the background, increasing the opacity of the letters' glow makes them more visible against the light background.

The PhotoGlow dialog box

- A The Preview Area shows a sample of the PhotoGlow options before you apply them to your image.
- B Stroke Width controls the number of pixels from the image that the glow extends. A higher number indicates a fatter glow.
- C Radiance indicates how abruptly the outer edge of the glow diffuses. A high number indicates higher diffusion.
- D Opacity indicates the amount of the glow that is allowed to be seen in the image.
- E The Color pop-up palette determines the color of the glow. Choose from an assortment of colors, including the current background/foreground colors.
- F The Save button lets you save the current settings so that they appear in the Custom pop-up menu; the Delete button removes the currently selected settings from the menu. Selecting a saved effect displays its settings in the dialog box; click Apply to use the settings with the current image.
- G Select the Auto Preview checkbox to see your changes reflected immediately in the Preview Area. The Preview Now button is active only when the Auto Preview checkbox is not selected; click this button to update the Preview Area.
- H Selecting this checkbox restricts the preview to showing the selected area only, increasing the preview refresh speed. Deselect the checkbox to see your entire image.
- I Zooms in and out.
- J The Apply button applies your settings to the image and closes the dialog box.



PhotoShadow

PhotoShadow is the ultimate drop-shadow creation tool. Shadows give flat images a 3-dimensional, raised appearance. Use PhotoShadow to quickly create a variety of shadow effects and apply them to the current selection. You can even save any shadow style you create and use it again on another image.

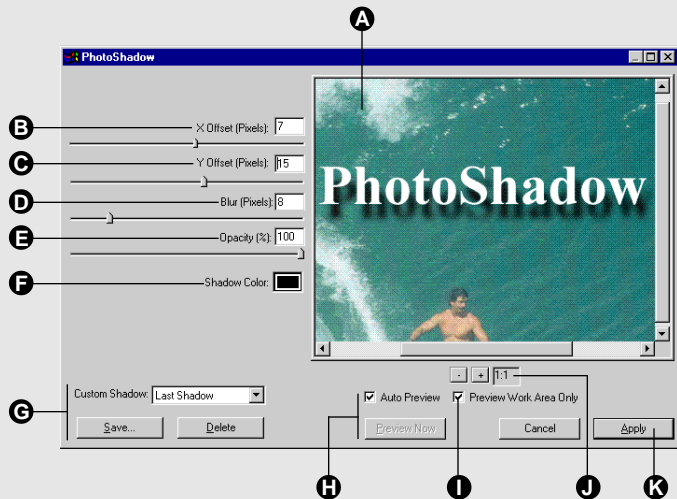
Tip

Holding down the Control key with the mouse over the preview switches the Hand tool to the Arrow tool, allowing you to interactively adjust the X/Y shadow positioning.

Features of PhotoShadow include the ability to control the distance that the shadow will be offset from the image (the shadow will be the same shape as the selection). In addition, you have control over the amount of shadow blur and opacity. As you adjust the Shadow settings, you can preview the image in real time or on demand before you apply the shadow to the image.

The PhotoShadow dialog box

- A** The Preview Area shows a sample of the effects before you apply them to your image.
- B** X Offset (pixels) establishes the number of pixels to the left (negative number) or right (positive number) to offset the shadow from the image.
- C** Y Offset (pixels) establishes the number of pixels up or down to offset the shadow from the image.
- D** Blur controls the amount that the shadow is blurred. A higher number indicates a stronger blur.
- E** Opacity controls the shadow's translucency. 100% is no translucency.
- F** The Shadow Color pop-up palette determines the color of the shadow. Choose from an assortment of colors, including the current background/foreground colors.
- G** The Save button lets you save the current settings so that they appear in the Custom pop-up menu; the Delete button removes the currently selected settings from the menu. Selecting a saved effect displays its settings in the dialog box; click Apply to use the settings with the current image.
- H** Select the Auto Preview checkbox to see your changes reflected immediately in the Preview Area. The Preview Now button is active only when the Auto Preview checkbox is not selected; click this button to update the Preview Area.
- I** Selecting this checkbox restricts the preview to showing the selected area only, increasing the preview refresh speed. Deselect the checkbox to see your entire image.
- J** Zooms in and out.
- K** The Apply button applies your settings to the image and closes the dialog box.



Registration

If you haven't already registered, please complete the following registration information, tear along the perforation and fax to (503) 274-0530 or mail it in the postage-paid envelope provided. Your product registration number is located on the PhotoTools disk.

Registration Number _____

Name _____

Organization _____

Street Address _____

City _____ State _____ Country _____ Zip/Postal Code _____

Daytime Phone _____ Daytime Fax _____

E-mail (optional) AOL CompuServe GEnie Internet Other

Hardware Configuration (check all that apply)

- Pentium 486 Pentium Pro
 Modem Scanner CD-ROM Network
 Do you also use a Macintosh, Power Macintosh or compatible?

Photoshop Experience (check one)

- <6 months 6 mo. – 1yr. 1 yr. – 2 yrs. 3 – 5 yrs. >5 yrs.

Number of personal computers at site (check one)

- 1 2-5 6-10 11-25 26-50 >50

How did you learn about PhotoTools? (check all that apply)

- Advertisement Review Bundle Demo Dealer
 Word-of mouth User Group Direct Mail Other _____

Where did you purchase PhotoTools? _____

What publications do you read? (check all that apply)

- PC Magazine PC Computing Windows Magazine Adobe Magazine X-Ray
 Publish Other _____

Applications Used:

- QuarkXPress Corel Presents HiJaak KPT Convolver Lotus 1-2-3
 PageMaker Ventura Publisher Director KPT Vector Effects Word Perfect
 Photoshop MS Publisher Premiere Andromeda MS Works
 Illustrator Harvard Graphics Acrobat Exchange ScanPrepPro MS Access
 FreeHand PhotoStyler Extreme 3-D Netscape Quicken
 Corel Draw Painter Strata Studio Pro MS Internet Explorer Visio
 Corel Photo-Paint xRes Ray Dream MS Word PC Tools
 Corel Motion 3D PhotoDeluxe PageMill The Black Box Norton Utilities
 CorelDream 3D Canvas KPT MS Excel Uninstaller
 Alien Skin

Suggestions

We'd like to know what you think we could do to make PhotoTools better. So if you have an idea for a new product feature, a modification to an existing one, or anything else you can think of that will help us improve this product—we'd like to hear from you.

To help make PhotoTools better:

- A.**
1. E-mail us at **info@extensis.com**
 2. Describe your idea or comment, and include your name, address, phone number and e-mail address.
- or,*
- B.**
1. Print your name, address, phone number and e-mail address below and sign your name.
 2. Write down your idea or comment.
 3. Tear out this page and mail or fax it to Extensis.

My suggestion is...

I understand that no compensation will be awarded for my suggestion.

Name

Street Address

City

State

Country

Zip/Postal Code

Daytime Phone

Daytime Fax

E-mail

Thank you for your suggestions! Hopefully you'll see your ideas in future versions of PhotoTools or other Extensis products.