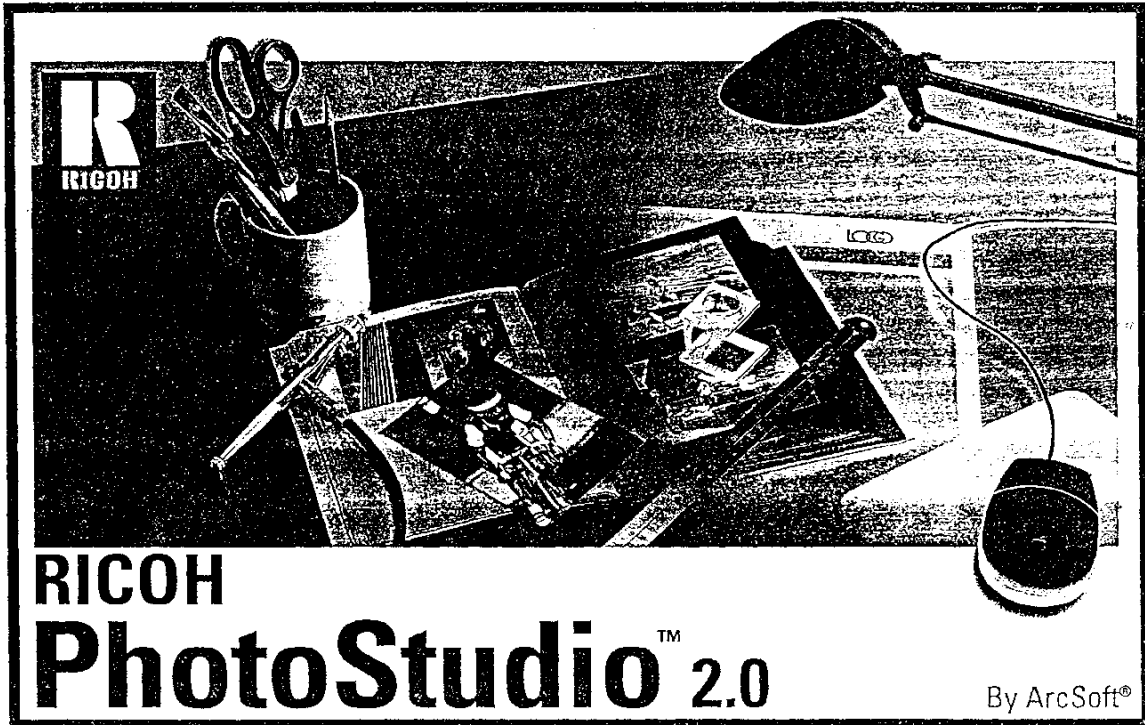


RICOH®



RICOH
PhotoStudio™ 2.0

By ArcSoft®

Chapter 2-GETTING STARTED

User Manual

Windows® 3.X, Windows 95® and Windows NT®

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This chapter tells you how to install Ricoh's PhotoStudio program on your computer system, shows you the attributes of the Ricoh PhotoStudio screen, and describes some general features.

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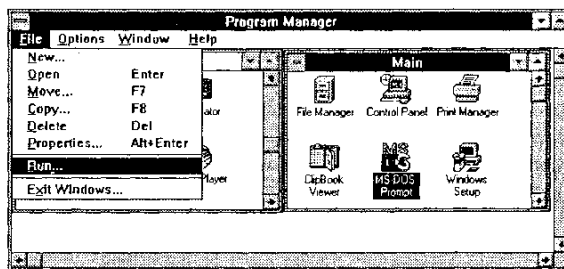
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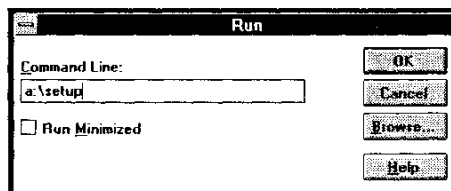
Installing Ricoh PhotoStudio

To install Ricoh PhotoStudio on your computer, follow the instructions below:

1. Insert Installation disk #1 into the disk drive, or the CD-ROM containing Ricoh PhotoStudio Installation into the CD-ROM drive if you have a CD-ROM version Ricoh PhotoStudio.
2. Start Windows.



3. Select the Run command from the File menu. The Run dialog box appears.



4. Type X:\setup (where X is the drive letter for the disk) or X:\pstudio\setup (where X is the CD-ROM drive) in the Command Line box.
5. Press Enter key and follow the instructions on the screen.

As soon as Ricoh PhotoStudio is successfully installed in your system, a new program group entitled "PhotoStudio" will be created on the screen. It contains the Ricoh PhotoStudio icon and ReadMe icon. Before starting Ricoh PhotoStudio, double-click on the ReadMe icon to view the important information provided by ArcSoft.

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Starting Ricoh PhotoStudio

To run Ricoh PhotoStudio from the Program Manager:

1. Double-click on Ricoh PhotoStudio's icon in the Ricoh PhotoStudio's group window.

*Double-click
to start Ricoh
PhotoStudio*



After a moment, the Ricoh PhotoStudio application window will appear and greet you with Ricoh PhotoStudio logo image at the center.

2. Click the mouse inside the image area to dismiss the logo image.

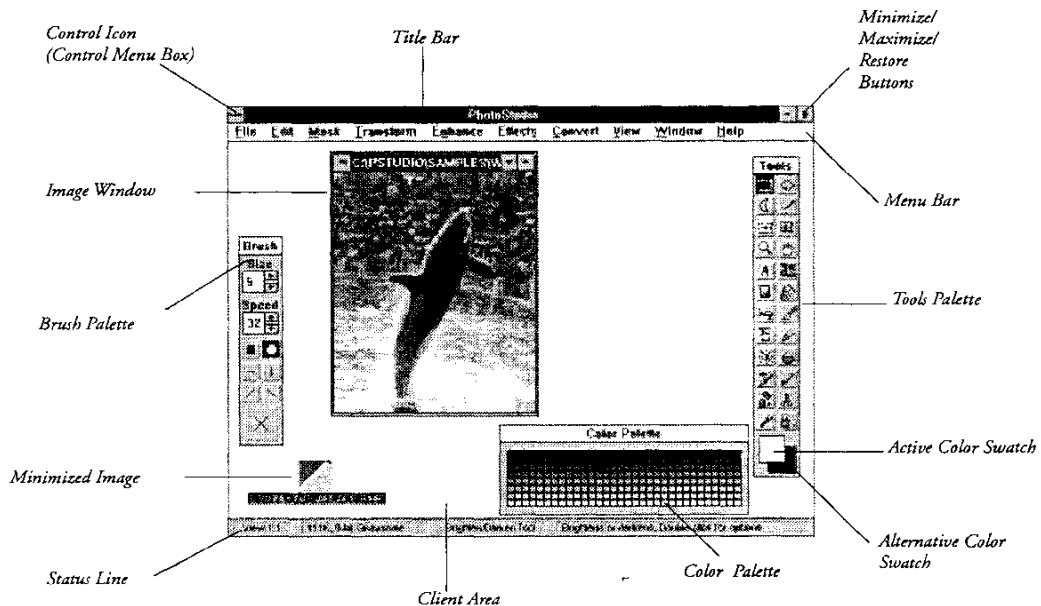
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Ricoh PhotoStudio Application Window

When you are working with Ricoh PhotoStudio, your screen will look something like the illustration below. The default Ricoh PhotoStudio screen is a maximized window, consisting of a Client Area, a Menu Bar, a Title Bar, a Status Line and a Tools Palette. The Client Area displays the image(s) you are working on. The Menu Bar contains a list of menu titles (i.e. File, Edit, etc) and is located below the Title Bar. You may modify or enhance your images by using functions in Tools Palette, or selecting options from the "pull-down menus" using the mouse or the keyboard.

The Ricoh PhotoStudio screen also contains certain Windows features such as the Control Icon, buttons to minimize, maximize, or restore image windows. For more information on these features, consult your Windows User's Manual.

In the following, we will give a brief description for some elements in the Ricoh PhotoStudio screen. You will find a detailed discussion for the Status Line and the Tools Palette in the other sections in this chapter.



The Floating Palettes

In addition to the floating Tools Palette, a floating Brush Palette and a floating Color Palette may appear on the Ricoh PhotoStudio screen. "Floating" palettes can be moved to any location on the screen.

The Tools Palette contains tools for image editing; the Brush Palette is used to define the size, shape, and drawing speed (spacing) of the editing tools; and the Color Palette is used for quick color selecting. You can show or hide these palettes by using the appropriate commands from the View menu.

Image Windows

When you open an image file or scan in an image, it appears in the Client Area inside its own window – an image window. Each image window has its own Title Bar which displays the filename of an image. You can expand a window by grabbing its frame with the pointer and dragging it outward. If you want the window to fill the entire Client Area, click the Control Icon in the upper left-hand corner and choose "Maximize". You can also minimize a window by selecting "Minimize". Image windows can also be moved to a new location on the screen. To close a window, select "Close" from its Control Icon menu.

You can open more than one window at once so that you can transfer data from one image to another very easily. However, only one image window can be active at one time. The active one is always in front of the others and its title bar is highlighted. To activate an image window, simply click the mouse on its Title Bar.

The Status Line

The Status Line at the bottom of the screen is divided into four sections for displaying a variety of information. From this line, you can get the view ratio, processing percentage, pixel color value, data type, and size information of the active image. You can also get pointer coordinates, system information and hints on how to use tools. Please refer the section "Using the Status Line for information" in this chapter for more detail.

Pull-Down Menus

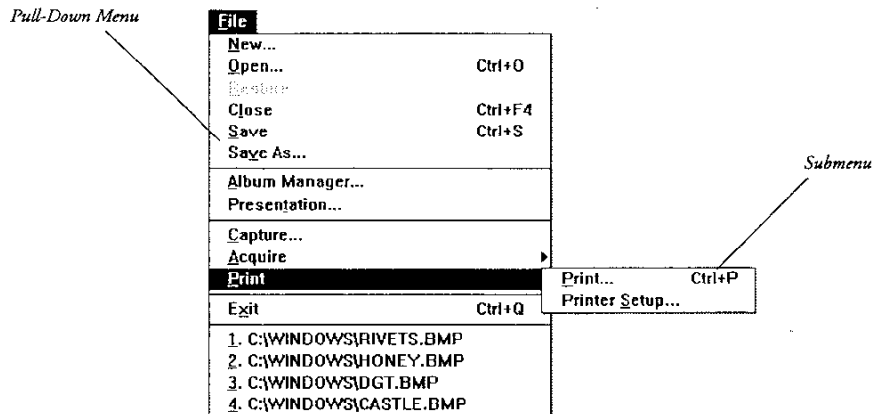
A Pull-Down Menu consists of a listing of options or "selections". You may select from these options using the mouse or the keyboard. Depending on the current state of the image, certain

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selections within a menu may not be accessed. These selections are differentiated from the selections that are available by a dimmer font.

Submenus

An arrow which appears with a menu item indicates that it has a "submenu". To access a submenu, simply select the menu item, continue holding down the mouse button, and move the mouse pointer over to the submenu to select the submenu item you want.

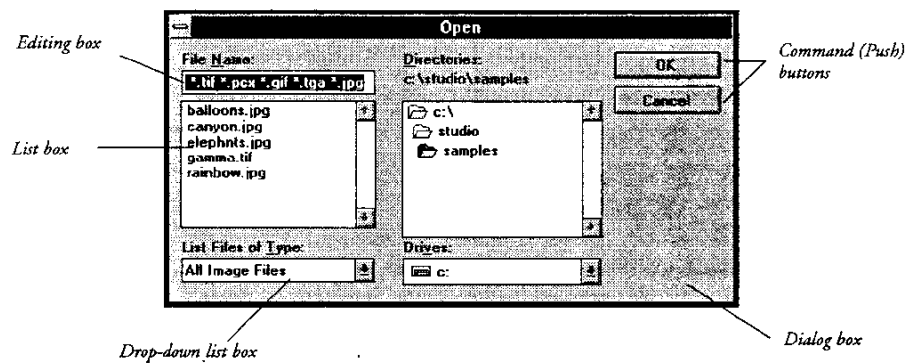


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Dialog Boxes and Features

A dialog box appears after you choose menu commands that contain an ellipsis (a series of three periods, like the one in "Open...") in the File menu). Commands which are not followed by an ellipsis perform an action immediately (e.g., "Cut" in the Edit menu).

The following is a description of certain dialog box features which you will use the most.



List Boxes

Many dialog boxes contain "List Boxes" which allow you to select the filename, drive or directory you wish to access.

Drop-Down List Boxes

Drop-down list boxes consist of a box which displays the current selection inside a rectangular box. If you want to make a different selection, simply click the downward-facing arrow to reveal a list of available options. Drag the cursor to the selection of your choice and release the mouse button.

Editing Boxes

Editing boxes are rectangular boxes which are either empty or contain a default option. If an editing box is blank, you need to enter text or value information by inserting the cursor and typing.

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Buttons

There are several types of button used in windows. The radio and check buttons allow you to select one of various options. The push buttons allow you to close a dialog box, save changes, cancel changes or execute other commands.

Scroll Bars

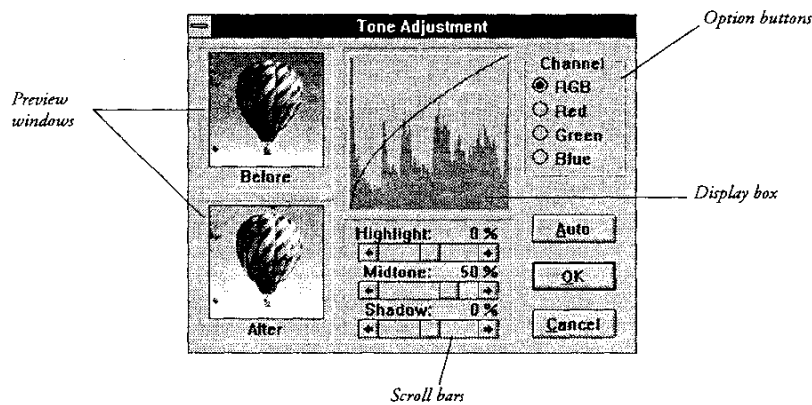
Many dialog boxes have scroll bars which allow you to access additional options. You may scroll up, down, left, and right by clicking the respective arrows. As you click the arrow, a flashing box moves in the direction you are scrolling to show you its relative position.

Display Boxes

There are some dialog boxes that have a display box which is a graphic representation of the information in the dialog box. You may alter the curve inside the display box by clicking and dragging, and changes will accordingly occur on the preview image indexed by "After".

Preview Windows

There are some dialog boxes that contain preview windows with thumbnail images for previewing the result of the operation. As soon as you alter any parameter in the dialog box, you can see the change in the window indexed by "After". As a reference, a sample image representing the active image without any change is shown in the "Before" window. Click the "OK" button until you are satisfied with the change in the "After" window.



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Ricoh PhotoStudio Menus

This section summarizes functions in each Ricoh PhotoStudio menu. For more details about the commands in a menu, refer the on-line help.

File

The File menu contains a number of commands which allow you to manage and manipulate image document files. There are the standard New, Open, Close, Save, Save As, and Print commands found in many other types of programs. You can also use this menu to acquire images, build your own image albums, make slide presentations on the computer screen, restore your image to its last saved condition, or capture images from the desktop. Choosing a file name from the file list at the bottom of the menu will open that file directly.

Edit

The Edit menu contains commands for modifying your images. With this menu you can control selections by cutting them out, copying them to the clipboard, or importing them from the clipboard. You can also adjust selected areas by filling them with colors, patterns, blends, swapping them with the underlying areas, making them appear raised from the image, or turning them into image documents. In addition to these functions, you can also use the Stitch command to merge two or more images into one.

Mask

The Mask menu contains commands for creating selections as well as modifying existing masks.

Transform

The Transform menu contains functions for changing the size, resolution, orientation, and shape of images and selections. Commands include: Resample, Flip Vertically (Horizontally), Mirror, Repeat, Rotate, Shift, and Resize.

Enhance

The Enhance menu provides you with a full line of very advanced yet easy to use functions for manipulating your images. Commands like Brightness and Contrast, Hue and Saturation, and Tone Adjustment are the best tools for color correction. A variety of Smoothing and Sharpening filters are provided to enhance the quality of images. Many other filters are also available for special use.

Effects

The Effect menu contains many filters that allows you to apply novel special effects to your images. For example, you can convert your images into artistic renderings like oil paintings or pencil sketches. You can also make you image look embossed or as it is made of tiles. You will find it really entertaining if you try to go through the Effects menu and see how each effect changes an image.

Convert

The Convert menu provides you with commands that change the data type of an image. For an example, you can convert a 24-bit image to an 8-bit index color image, a 4-bit index color image, an 8-bit grayscale image, or a 1-bit black-and-white image.

View

The commands in the View menu manage the Ricoh PhotoStudio work space and the image display, as well as give information about the image. You can manage the work space by showing or hiding various palettes (e.g., the Tools Palette), and the rulers. You can change the view of an image with the Zoom In or Zoom Out commands. You can also use this menu to adjust the gamma values of the monitor.

Windows

The Windows menu contains commands for managing the document windows in Ricoh PhotoStudio. You can choose whether you want image windows to be piled one on top of the other or if you want them to be packed next to each other and fully visible. There is also a command that lets you close all of the windows at the same time. At the bottom of the window

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menu, there is a list of all the windows for the image documents opened on the desktop. Choosing a name will make that the active image window.

Help

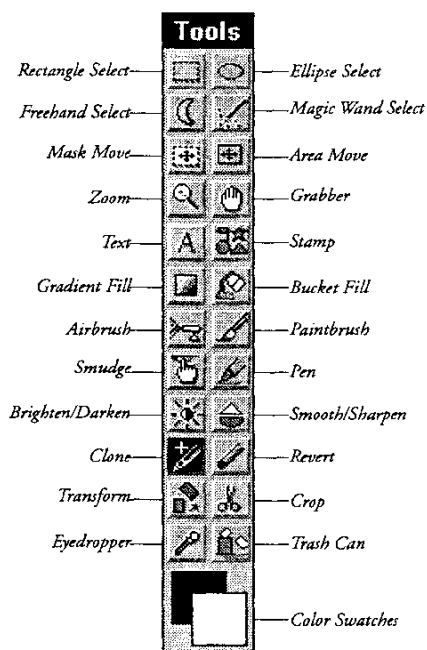
The Help menu gives you an index of the general help topics available in the Ricoh PhotoStudio on-line help. You can choose to look at the general help index, or at the help indexes for keyboard commands, menu commands, procedures, or tools and palettes. You can also look at a dialog box that gives some basic information about Ricoh PhotoStudio.

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Ricoh PhotoStudio Tools

Ricoh PhotoStudio provides four selection tools, eight accessory tools, and twelve painting and retouching tools. The Tools are located along the far right-hand edge of the screen when Ricoh PhotoStudio starts. By dragging the Tools Palette title bar, you can move the Tools Palette to wherever you like. And you can hide the Tools Palette by double-clicking on its title bar.

To select a tool, simply click it with the mouse. When you double-click on some of the tools, an options dialog box will appear so that you can alter the tool's characteristics.



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Rectangle Select Tool	Selects rectangular-shaped area.
Ellipse Select Tool	Selects elliptical- or oval-shaped area.
Freehand Select Tool	Selects an irregularly-shaped or polygonal area.
Magic Wand Tool	Selects a contiguous area based on color similarity.
Mask Move Tool	Moves the current mask to a different part of an image without moving the inside portion.
Area Move Tool	Moves both the mask and the pixels that lie within its boundaries.
Zoom Tool	Magnifies your view of an image.
Grabber Tool	Adjusts the position of an image which is larger than the image window.
Text Tool	Enters a line of text on an image document.
Stamp Tool	Stamps a predefined shape on an image with every click and drag of your mouse.
Gradient Fill Tool	Fills a selected area or entire image with colors which are gradually mixed together from the alternative to the active color.
Bucket Fill Tool	Fills the active color on a contiguous area based on the color similarity.
Airbrush Tool	Spray the active color onto an image like an airbrush.
Paintbrush Tool	Paint the active color on an image like a paint-brush.
Smudge Tool	Smears the "paint" in an image, blending neighboring colors together.
Pen Tool	Applies paint to create a hard-edged effect, like a marker or felt-tip pen.
Brighten/Darken Tool	Lightens or darkens an area by increasing or decreasing the pixels.

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Smooth/Sharpen Tool	Smooths an image by decreasing contrast or clarifies an image by maximizing the contrast between pixels.
Clone Tool	Copies part of an image to another area within the same image or between images or paints with a pattern contained in the clipboard.
Revert Tool	Blends the changes had made to the currently masked area together with the original underlying image.
Transform Tool	Resizes, rotates, skews, or distorts the current selection.
Crop Tool	Creates a new image window for the selected area.
Eyedropper Tool	Shows the image color values under the pointer, and changes the active color to a color that is selected on the image.
Trash Can Tool	Removes the selected image and the mask.
Color Swatches	Displays the current active and alternative colors.

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Using the Status Line for Information

The status line often provides information to you that can make your current task easier. There are four areas in the status line, and each one will show different information depending on what you're doing.

The following table shows you the different states of the status line:

Current Activity	Left Status Line Area	Left Center Area	Right Center Area	Right Area
no image	blank	blank	blank	free memory available
image is being opened	blank	blank	% of file read completed	"Press Esc to abort"
processing	viewing ratio	image size and type	% of processing completed	"Press Esc to abort"
click on tool button	viewing ratio	image size and type	tool name	description of tool's purpose
tool is in use	viewing ratio	image size and type	current mouse location coordinates	description of how to use current tool
Eyedropper Tool is in use	viewing ratio	image size and type	mouse coordinates	use description and color values of current location

Note that the image size is a figure that is dependent on the image dimensions, data type and resolution, regardless of actual image file format. This should not be confused with the image's file size; file sizes can vary widely based on the efficiency and compression (if any) of the file format.

The viewing ratio shows you how much your current view of the image has been magnified or reduced. See the Zoom Tool reference information for help on viewing ratios.

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Using the Keyboard

Rather than moving the pointer to a menu every time you wish to use a command, try these keystrokes. Using them will shorten the time it takes to initiate a command.

Menu Command Keys:

You can use the keyboard for fast access to some of the most frequently used Ricoh PhotoStudio menu commands. For more information on these commands, see the appropriate reference section.

Key(s)	Command	Action
Ctrl+O	Open	Open File dialog box will appear
Ctrl+F4	Close	The active image document will close
Ctrl+S	Save	Ricoh PhotoStudio will save the active image
Ctrl+P	Print	Print dialog box will appear
Ctrl+Q	Exit	Ricoh PhotoStudio session will terminate
Ctrl+Z	Undo/Redo	Undo or redo the last operation
Ctrl+X	Cut	Selection will appear on clipboard and be filled with the active color
Ctrl+C	Copy	Selection will appear on clipboard
Ctrl+V	Paste	Clipboard image will appear in document
Del	Clear	Selection will be replaced with active color
Ctrl+F	Fill	Selected area will be filled with active color
Ctrl+A	All	Entire image will be masked
Ctrl+I	Invert	Selection mask will be inverted
Ctrl+N	None	All masks will be eliminated
F2	Resample	Resample dialog box will appear
F3	Brightness and Contrast	Brightness and Contrast dialog box will appear
F4	Hue and Saturation	Hue and Saturation dialog box will appear
F5	Tone Adjustment	Tone Adjustment dialog box will appear
Ctrl+R	Show/Hide Rulers	Rulers will appear on the image
Ctrl+W	Full Screen	Full Screen mode will begin
Ctrl+T	Show/Hide Tools	Tools Palette will appear/disappear
Ctrl+L	Show/Hide Color Palette	Color Palette will appear/disappear
Ctrl+B	Show/Hide Brush Palette	Brush Palette will appear/disappear
F1	Index	Ricoh PhotoStudio help window will appear

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Escape Key:

The escape key is important in some situations.

Situation	Function
Processing	Cancels time consuming operations
Presenting	Interrupts Presentation and restores desktop
Full Screen	Terminates Full Screen mode and returns to desktop
Dialog box	Exits dialog box like clicking the Cancel button.

Help Key:

Typing the F1 key will give you different types of help depending on what you are doing in Ricoh PhotoStudio.

Situation	Help Screen
Dialog box is open	Help window for that dialog box will appear
Menu command highlighted	Help window for that command will appear
Help window appears	Help for the current Help window will appear
Any other time	Ricoh PhotoStudio help index will appear

Scrolling Keys:

If the scroll bar is visible, you can use the scrolling keys to scroll an image window.

Key(s)	Function
Up Arrow	Image will scroll upwards.
Down Arrow	Image will scroll downwards.
Left Arrow	Image will scroll left.
Right Arrow	Image will scroll right.
Page Up	Image will scroll up one page.
Page Down	Image will scroll down one page.
Ctrl+Page Up	Image will scroll left one page.
Ctrl+Page Down	Image will scroll right one page.

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Other Shortcuts:

Action(s)	Situation	Function
Shift + Left Button Down	Selecting tool in use	Add the new selection to the existing mask when you drag the mouse
	Presentation active	Reduces the current slide view
	Full screen active	Reduces the current image view
	Zoom tool selected	Reduces the current image view
	Clone tool selected	Selects Clone source, showing sign (+)
	Text tool selected	Selects the active color
	Stamp tool selected	Selects the active color
	Gradient Fill selected	Selects the active color
	Bucket Fill selected	Selects the active color
	Airbrush tool selected	Selects the active color
	Paintbrush tool selected	Selects the active color
	Pen tool selected	Selects the active color
Ctrl + Left Button Down	Pointer in the area	Ready to move the selected area like the Area Move tool
Ctrl + Arrow	Active image on focus	Moves the selected area up, down, left, or right according to the arrow pressed
Ctrl + "+" Sign	Active image on focus	Zooms in the active image one step
Ctrl + "-" Sign	Active image on focus	Zooms out the active image one step

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Using the Context-Sensitive On-line Help System

Ricoh PhotoStudio makes the most of the Windows help system that you have probably seen in other Windows programs. In addition, it provides you with context-sensitive help that can be invoked at any time by pressing the F1 function key (located at the upper left of most keyboards).

To use the help system in the standard Windows manner, simply choose your topic from the Help menu at the right side of the menu bar. A help window containing Ricoh PhotoStudio's help information on that general topic will appear, and you can proceed from this help page to the specific topic you want by clicking on the subtopics that interest you. Clicking on the Search button will call up a list of general Ricoh PhotoStudio terms and topics. You can also get help on the help system itself. For more information on using the Windows help system, see your Windows manual.

To use the context-sensitive help, get to the dialog box or menu item you are curious about and then press the F1 key. For example, if you want to see the help on the Resample menu command, pull down the Transform menu, highlight the Resample command without releasing the mouse button, and press F1 (while still holding the mouse button down). The help window will appear, with the information on the Resample command already displayed! This helps you to get directly to the topic you want without having to search through the help topics and subtopics.

For dialog boxes, simply press F1 when the dialog box you are interested in is on the screen. You can also get help on tools by double-clicking on the tool button to call up the tool's settings dialog box and then pressing F1. (If the tool does not have a settings dialog box, however, double-clicking will have no effect. You won't be able to use the context-sensitive help feature for that tool.)

Pressing F1 when you are already in help will call up the "How to Use Help" topic.

Correcting Mistakes

There are many ways to correct mistakes while editing your image. If you take precautions, you'll be able to achieve the effect you want without ever taking a risk of losing all your previous work. Here are the recommended ways to correct mistakes:

1) **Always keep a backup copy** of important images, and update your backup when you have made significant progress on the original. This is good practice in general, of course, and it is also recommended that you make frequent backups of your entire hard disk to avoid losing your work.

To make a backup, simply copy the image file to another name. For example, to back up PEACOCK.TIF, copy the image to PEACOCK.BAK (for backup). In DOS, you would do this by typing "COPY PEACOCK.TIF PEACOCK.BAK".

2) **Use the Undo command.** This is the first menu item under the Edit menu, and it's your first line of defense against mistakes. Undo reverses the last action you made, so if you catch yourself quickly after a mistake, it can be a lifesaver.

However, Undo cannot correct something you did several actions ago. If you sharpen a part of your image and then add some new color, Undo will not be able to unsharpen for you. If you Undo, it will take away the new color. If you Undo again, it will add the new color back again, because it is undoing your undo.

Also, there are some actions that Undo cannot reverse. For example, if you save a document, Undo cannot undo that save, because your computer has already changed the information in the image file and those changes have been written on your hard disk. When you cannot undo, the Undo menu item is grayed out in the Edit menu.

3) **Use the Restore command.** This File menu command restores the current image from your disk. It's the same as closing the image without saving your changes and opening the original image.

Of course, there are times when this is not appropriate either. If you've just saved your file accidentally after having made some mistakes, restoring will not get you back to where you were before the mistakes occurred. And if you saved your file ten minutes ago, made some very desirable changes, and then made some grievous mistakes, restoring will eliminate both the mistakes and the desirable changes.

4) **Cancel undesirable processes before they finish.** You can press the Esc key to cancel some processes. If this is an option, you'll see "Press Esc to abort" in the status line at the bottom

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right. Of course, you can undo if the process finishes, but pressing Esc will save you some time.

5) **Mask your image before trying anything risky.** If you mask your image (or part of your image) before experimenting, you can use the Revert Tool and Trash Can Tool to salvage the image if things go wrong. Note that the Trash Can Tool and Revert Tool will only affect changes made after the mask was drawn. If you make a mistake and then mask it, they will not affect the mistake.

6) **Try the Trash Can Tool.** If you mask your work area before making changes, you can discard your mistakes (and the mask) merely by clicking on the Trash Can Tool.

The Trash Can Tool can be used effectively in a “two steps forward, one step back” method. Mask your image and experiment. If you like it, remove the mask using the None command from the Mask menu (don't use the Trash Can Tool or else you'll lose your changes). Removing the mask makes those changes immune to the Trash Can Tool, because the tool only affects changes made to the current mask. Then mask again and experiment; if the experiment fails, use the Trash Can Tool.

This method has several advantages over Undo and Restore. With masking, you can make several changes before you choose to accept or reject them. With the Undo command, you have to make your decision immediately. Also, the masking method is quick. If you use the Restore command to fix mistakes all the time, you'll spend a lot of time waiting for your image to be saved and loaded over and over again. (However, it's a good idea to save your image periodically.)

7) **Blend the new and the old with the Revert Tool.** If you want a compromise between the current selection and the image as it was before you made the selection, try using the Revert Tool. It works like a paintbrush that paints the local area with a mix of your current selection and the underlying image. You can change the percentages of the images so you get more of one and less of the other.

This is especially useful when you made some desirable changes in one area of your selection and some mistakes in another. If this is the case with you, simply set the Revert Tool to its maximum revert effect and drag the mouse over the mistakes.

For more information, see the Revert Tool reference section.

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Some Tips

This section will give you some hints on saving time and working efficiently with Ricoh PhotoStudio.

Minimize the area that Ricoh PhotoStudio must redraw

Every time you make an edit, Ricoh PhotoStudio has to redraw the image. By selecting a small part of the image, you can decrease the size of the section that is redrawn, because Ricoh PhotoStudio only reformulates the selected area. You can also try reducing the size of the image window so only the area you are editing appears in it.

If you are only working on a small part of the picture, make sure that area is masked. Not only will you speed up Ricoh PhotoStudio, you will also protect the parts of the picture that you do not want to change.

Even if you are working with the entire image, try editing a small part of the image first. Once you are sure of the edits you want to make, you can go back and modify the entire image. This is an especially helpful technique when you are applying complex effects or filters which take a long time for Ricoh PhotoStudio to perform.

Keep your computer's memory uncluttered. To free up memory, close the images you are not working with.

Close any windows that you do not need. Having a window open will take up memory space. This will decrease the amount of available memory that Ricoh PhotoStudio has to perform tasks on your active window.

Clear the Clipboard image or replace it with a smaller one if you will not use it any more. Images kept on the Clipboard will also take up space and slow down Ricoh PhotoStudio.

If you are only working with one channel, separate your image into Grayscale images. Modify the Grayscale image that represents this channel, and then combine all three Grayscale images to reform the original. This will decrease the time it takes Ricoh PhotoStudio to calculate edits.

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Use two windows instead of one

After you open an image document, open a second identical window for the document, using the Duplicate command, and place the matching documents side by side. This will allow you to check whether your edits have produced the intended effect. Also, when you zoom in on your picture to make pixel by pixel edits, you will not need to zoom out again to see the big picture.

If the painting tools do not work, you may be drawing outside of the select area

Even if you can not see a marquee, there may be a select area that is too small to see, or it may be in part of your image that is not currently on screen.

To eliminate the possibility that there may be a select area, pick None from the Mask menu, or type Ctrl + N. After you do this the paint tools should begin to work correctly.

Working in a selected area will give you the most mistake correction options and minimize painting mistakes

If you are not working inside a select area, you will not be able to use the Revert or Trash Can Tools. These tools are valuable options when you make a mistake or change your mind.

Drawing a marquee around an area where you plan to use a painting or drawing tool will protect the rest of the document. This is important because painting and drawing errors can be hard to correct.

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Exiting Ricoh PhotoStudio

You can either double-click the control menu icon of the Ricoh PhotoStudio window or choose the "Exit" command from the File menu to exit from Ricoh PhotoStudio.

If the application window contains any image windows with unsaved changes, a dialog box will appear to verify if you want to save that image before exiting Ricoh PhotoStudio. Clicking "Yes" will save the image; clicking "No" will close the image without saving it; clicking "Cancel" will cancel the Exit command.

