

BASIC SCRAP COURSE 1

CHEAT SHEET

Here is a collection of various tips, shortcuts and settings for Paintshop Pro illustrated or used during the Basic Scrap Course 1.

Useful tips:

- Hold the Ctrl key to select more than one image when you want to open them.
- Always save, full size, as a .pspimage format.
- Resize at 600x600 pixels for sharing and gallery posting.
- Save a different size with the number in the name to avoid confusion when posting like layout1-600.jpg
- Try to see 3 or 4 corners of a rectangle piece when layering
- There is an option to have text vertical
- If you REALLY want to enlarge a photo, resize by increasing by 105% repeatedly. Remember that this will cause distortion on your photo, but maybe you still need it larger. That is your call.
- Always add Picture tubes on a separate layer
- Keep a vector copy of any text you need to apply effects to by rasterizing it
- Beware of light spots on elements: mirror and rotate only when needed for consistent look
- Rotate similar element slightly to give a more natural look.

Shortcuts used:

- **Ctrl-Z** Undo the last command
- **Ctrl-C** Copy
- **Ctrl-V** Paste as a new layer (in older version of PSP, Ctrl-V = Paste as a new image; in those cases, the shortcut should be **Ctrl-L**, which ALSO works in more recent versions)
- **Shift-D** Duplicate an image
- **Ctrl-Shift-i** Invert the selection
- **Ctrl-D** Deselect
- **Ctrl-Y** Repeat
- **Shift+ Selection tool** will ADD to the selection
- **Ctrl+ Selection tool** will REMOVE to the selection
- **Shift** when closing an image will skip the popup asking you if you want to save the image
- **Shift+ Move tool** will move the whole layer without having to “grab” any element
- **M** **Move tool** (to just move)
- **K** **Pick tool** (to move, resize and rotate)
- **F** **Flood fill tool**

Useful vocabulary:

- **Kerning** (in the Text tool settings): changes the space between the characters.
- **Leading** (in the Text tool settings): changes the spacing between the lines in a paragraph.

My settings:

Text settings for journaling:

- Font: Arial
- Size: 72 pixels
- Stroke: 0 or set the background to Transparent
- Style: **BOLD** if using a light text on darker background

Basic shadow for papers:

- Offset 10 and 10
- Opacity: 80
- Blur: 10

Basic shadow for thick paper:

- Offset: 20 and 20
- Opacity: 70
- Blur: 20

Basic shadow for regular flat buttons:

- Offset: 30 and 30
- Opacity: 60
- Blur: 30

Basic settings for the reverse shadow:

- Offset: 0 and 0
- Opacity : 80
- Blur: 10

Basic shadow for a flower:

- Offset: 40 and 40
- Opacity: 50
- Blur: 40

Warp Brush settings for tweaking shadows:

- Size: depends on the shadow to tweak
- Warp mode: Push
- Hardness: 50
- Strength: 100

Basic Inner Bevel for title:

- Width: 16
- Smoothness: 60
- Depth: 25