

# PaintShop Pro Tutorials

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## TITLE: CONTEXT MENUS & TOOLBARS

**Software: PaintShop Pro X6**

**Website: Creative-Designs**

*Tutorial applicable to previous versions*

### DESCRIPTION

We all like to have an easy work flow, don't we? Customising the Context Menus puts commands with a right click. Learn how in this tutorial.

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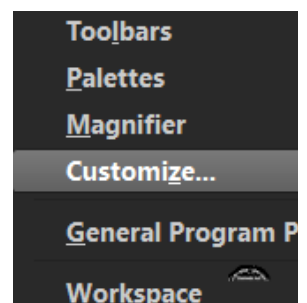
### CONTEXT MENU

1. Before making any adjustments save the current Workspace. I do hope you saved the workspace as Default when you first installed PSP. It's always a safety net if anything goes wrong.

After applying items to Context Menu and or adding or changing Toolbars or Palettes, it is always advisable to save a Custom Workspace each time you change.

2. Open PaintShop Pro in edit mode. Open a a small, blank canvas in the workspace so the palettes and toolbars become active.

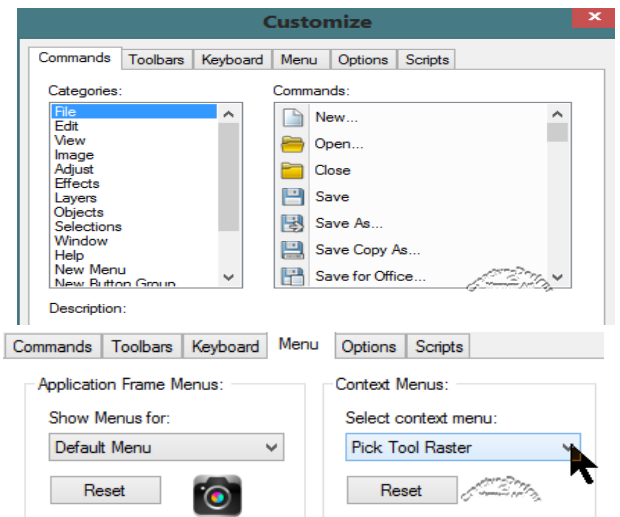
3. Using the Pick Tool to highlight right click on the Menu bar. When the Context Menu opens select Customise.



4. A new dialogue window opens that contains six tabs. You can create new Toolbars from this window, but today we will concentrate on Context Menus.

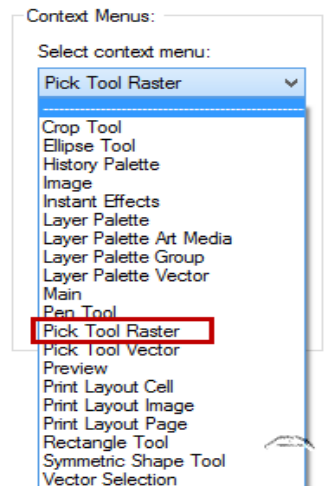
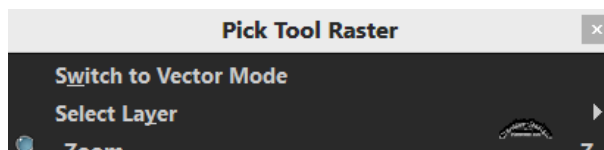
5. Click on the Menu Tab. A list of menus are available for you to choose to add or remove commands.

The image below shows the list.



How do we add them?

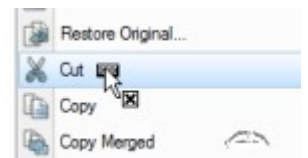
6. As the Pick Tool is one of the most used tools in PaintShop Pro, we will customise this menu. Select the Pick Tool Raster. The Raster Pick Tool Menu will open in the document window.

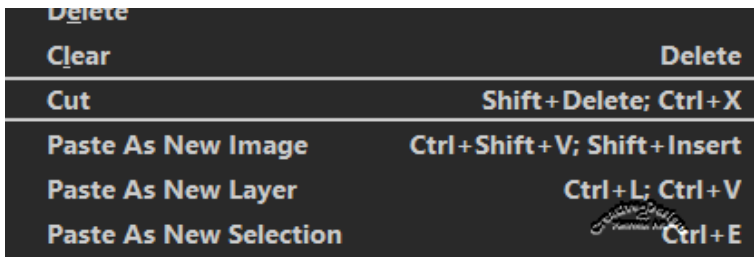


7. Keep the Customise Menu and Pick Tool Context Menu open open and select the Commands tab.

8. In Commands under Categories, click to highlight Edit. On the right under Commands are all the commands available in the Edit Menu.

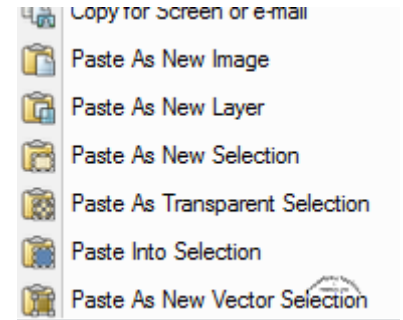
Have the Raster Context Menu along side of the Customise dialogue window. Use the slider to scroll down the list until you come to Cut. Grab the Command. You will see a small rectangle just under the cursor. Drag it over onto your Raster Menu. Select a position for it, then let go. If it isn't in the right place, just grab the text on the Raster Context Menu and move it. You can only do this with the Customise dialogue window open.





9. As you can see I have Paste as New Image and New Layer. Having these commands with a right click make working so much easier and faster.

To add the various Paste As A New Image, go to Edit in Customise and add that selection of Commands.



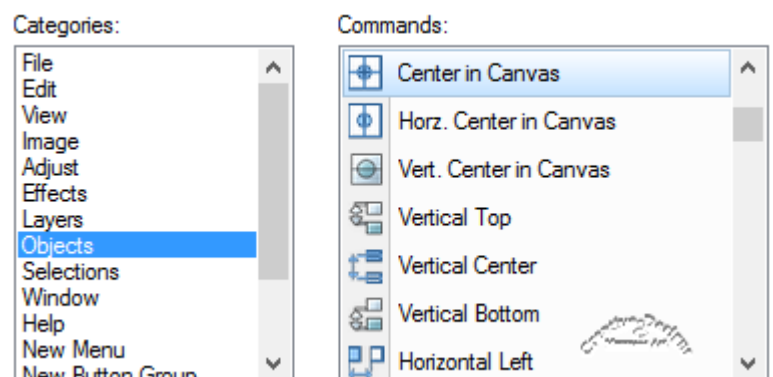
10. I like to have an Align Menu in my Context Menu for aligning objects, you may like that too.

11. Still in the Commands, Categories list, scroll down until you see New Menu. When it's activated you will see it in the Commands window on the right. As you did with the Cut, grab New Menu and drag it to the Raster Context Menu, then let go.

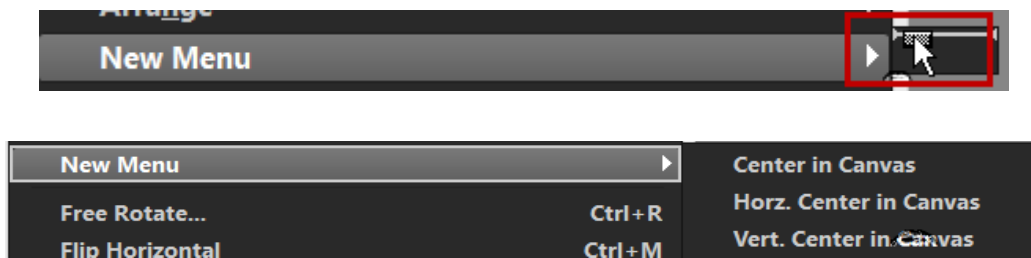
12. The new menu will have a right pointing arrow to show you there is a sub-menu, however there is nothing in it at the moment.



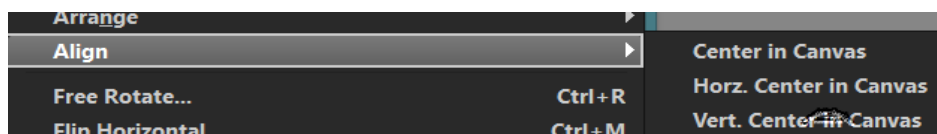
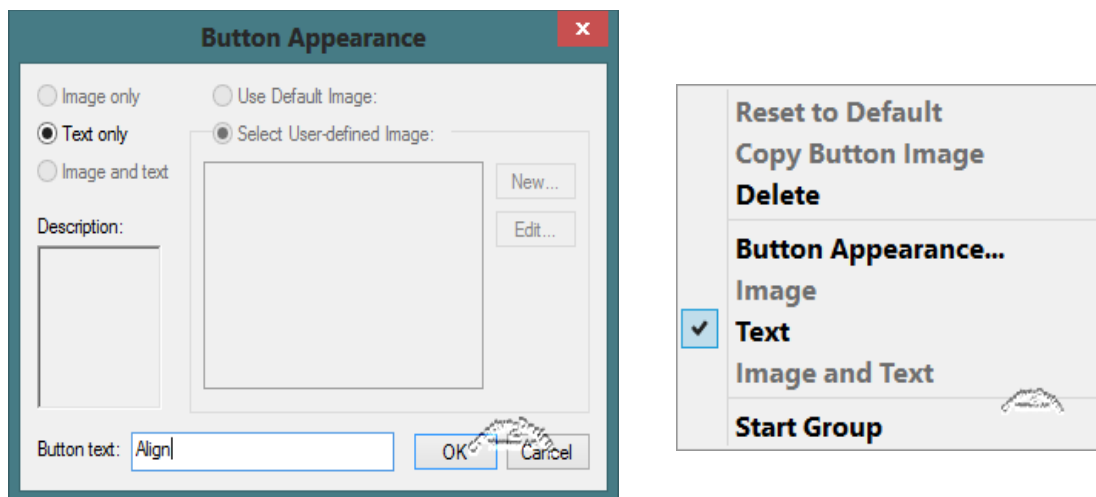
13. Scroll up on the Categories and find Objects. On the right panel will be listed all commands for Objects. The ones we are most interested in are: Centre in Canvas. Horz. Centre in Canvas and Vert. Centre in Canvas.



14. Grab each of the commands, as you move towards the New Menu, drop the command in the sub-layer.



15. To rename the New Menu. Go to the Raster Context Menu. right click on New Menu then click on Button Appearance. Rename to Align where it says Button text. Click OK.

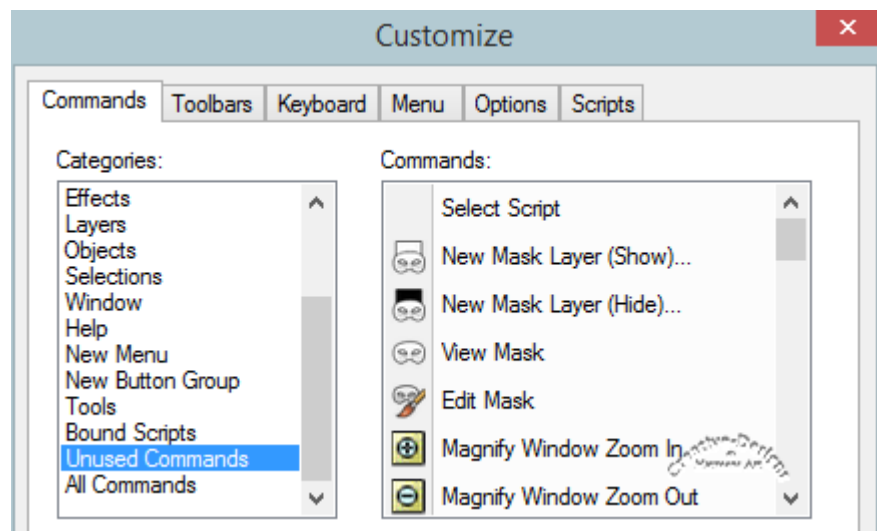


16. Your new Align menu is now ready for you to add more commands if you wish. It is always better to keep to the most often used commands rather than filling up the context menu having it long and cumbersome.



The commands in my Pick Tool Raster Context Menu shown on the left, are commands I use frequently on a right click and activate. You can do this to any context menu in PaintShop Pro.

17. On the Commands tab in Customise, scroll to the end where you will see Unused Commands and All Commands. The latter is an alphabetical order of all the commands in PaintShop Pro X6. Unused commands are commands from previous versions, but still usable.



## NEW BUTTON GROUP

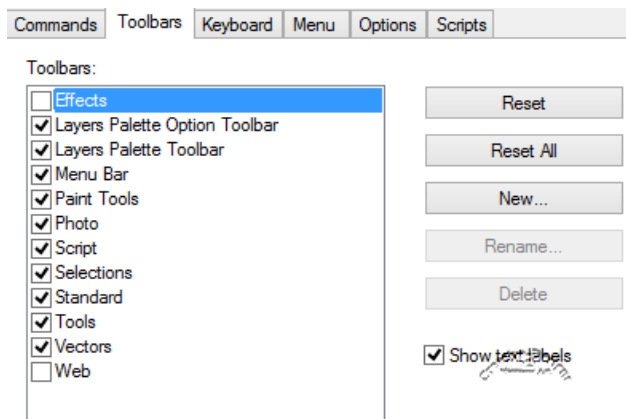
You can make a new button group and add commands to it and place the new button on a toolbar. For instance, if you wish to create a new button group for everything selections. The button will have a fly-out and show all commands that you have added for selection tools. You apply the commands exactly the same way as explained above.

Now you know how simple it is to add commands to Context Menus.

## TOOLBARS

1. You can make your own toolbars in the same way as adding commands to a Context Menu.

2. With the Customise dialogue open, click the Toolbars tab. By default, there are standard toolbars. Looking at the image on the right, it shows a lot more toolbars. This is because I have create custom toolbars and added a lot of the current tools to them.

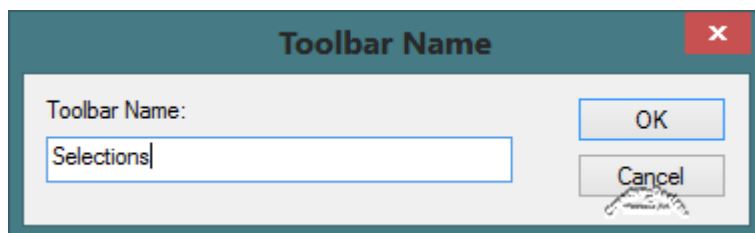


3. Click on the New tab on the right of the Customise window.

Give it a name Selections and click OK.

The toolbar is now listed under Toolbars:

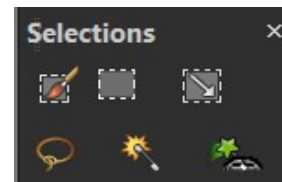
You need to add commands. Remember, you can only add these commands with the Customise window open.



4. The new toolbar should be floating on your screen somewhere!

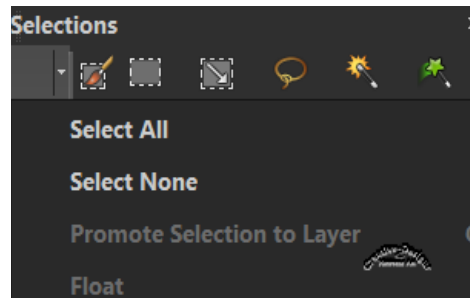


Grab the selection tools out of the Toolbar and place them into the new toolbar. As above, it is a drag and drop thing.



5. Now that you have a Selections Toolbar, you can add a New Button Group and add any applications that you use regular with selections. The Selection Button Group will not open unless you have the Selection tool active and a selection on the canvas or image. How easy is that?

6. Your newly created toolbar can be docked into a position of your choice.



7. Now that you have customised a Context Menu and created a new Toolbar, it is essential that you save as a NEW workspace. Give it a date and a name then save.

8. Please make sure that you have the Workspace folder selected in File Locations to your PaintShop Pro 16 / Workspace Folder.

Now it's up to you to apply further customisation to your Context Menus and Toolbars.

If you require any further assistance with making context menus and toolbars, visit the [PIRC Forums](#) - Help and Support in PSP. There is always someone there to give you a helping hand.

**IF YOU ARE INTERESTED IN LEARNING MORE ABOUT PAINTSHOP PRO, SIGN UP  
FOR THE [PSP BEGINNER'S WORKSHOP](#) ..... IT'S FREE!**