



COREL
Paint Shop Pro
PHOTO XI

USER GUIDE

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Welcome to Corel Paint Shop Pro Photo



Corel® Paint Shop Pro® Photo XI sets the standard for affordable, professional image editing. You can edit photos, create graphics, draw, and paint — all within a highly customizable workspace.

In this section, you'll learn about

- what's in this user guide
- what's new in Corel Paint Shop Pro Photo XI
- installing and uninstalling Corel Paint Shop Pro Photo
- starting and exiting Corel Paint Shop Pro Photo
- registering Corel products
- updating Corel Paint Shop Pro Photo
- Corel® Support Services™
- Corel Corporation

What's in this user guide

This user guide contains the information you need to become familiar with the Corel Paint Shop Pro Photo workspace and to get started with basic tasks and some creative possibilities. It is designed to accompany the more comprehensive Help, which is available from within the program, as well as other learning resources, such as tutorials, movies, and training videos available on the Corel Web site (www.corel.com). For information about additional learning resources, see “Learning how to use Corel Paint Shop Pro Photo” on page 9.

What's new in Corel Paint Shop Pro Photo XI

Corel Paint Shop Pro Photo XI carries on where the last version of Corel Paint Shop Pro left off by offering affordable, powerful, professional-

grade tools and features. Photo enthusiasts — ranging from professional photographers to digital camera newcomers — can take their projects to a higher level with a toolset that yields astonishing results yet is easy to learn.

Integrated photo management

There's much more to Corel Paint Shop Pro Photo than powerful image-editing tools and features. It's a multifaceted digital photography suite that lets you effortlessly import, organize, and share photos with the built-in Organizer. For information about using the Organizer, see "Working with the Organizer" on page 32.

Essential photo tools

Corel Paint Shop Pro Photo is renowned for being user-friendly because your feedback has always played such a major role in the program's development. From requesting one-click automatic fixes that take the guesswork out of image correction to demanding advanced tools that meet the exacting standards in digital photography, you the user have spoken, and Corel Paint Shop Pro Photo has responded.

- **Enhanced! Crop tool** — In response to your feedback, the Crop tool has been enhanced to give you the exact dimensions you want in a snap. When you select an area of an image with the Crop tool, a floating toolbar appears below the selected area, allowing you to choose a predefined crop size or to rotate the selected crop area. For more information, see "Cropping images" on page 37.
- **Enhanced! One Step Photo Fix** — This feature automatically adjusts the color balance, contrast, clarity, and saturation of an image. For more information, see "Making basic photo corrections automatically" on page 41.
- **Enhanced! Curves and Levels dialog boxes** — The Curves and Levels dialog boxes have been overhauled to give you control over some of the most critical imaging adjustments. These dialog boxes now have histograms and improved rendering, so you can easily and intuitively fine-tune your work. If you are a less experienced user,

you can try the three new automatic settings to optimize the contrast and color levels in your images with just a few clicks.

- **Enhanced! Raw camera file support** — You can open and edit raw files from leading digital cameras.
- **New! Video file compatibility** — You can now make the most of video clips. Corel Paint Shop Pro Photo XI lets you view video clips and extract frames from a clip.
- **Enhanced! E-mail** — Sharing images and photo projects has never been easier. You can e-mail photos, slide shows, and video clips as embedded files or attachments. A preview allows you to double-check images before they're sent, and the program keeps a running count on the size of the selected files. For more information, see “E-mailing photos, videos, and slide shows” on page 107.

Ingenious editing tools

Corel Paint Shop Pro Photo has a powerful toolset that can fix virtually any digital photo imperfection. If the problem stems from the quality of the image produced by the camera, you will find a series of tools that offer easy, quick corrections. Or, if photo subjects don't look their best in the photo, Corel Paint Shop Pro Photo can spruce up their appearance.

- **New! Color Changer tool** — You can easily change colors in digital images to achieve more realistic colors. Rather than simply replacing a color, the Color Changer tool detects and analyzes variations in brightness caused by real-world illumination and reapplies the illumination to the new color to produce a realistic effect. For more information, see “Recoloring image areas for a realistic effect” on page 57.
- **New! Skin Smoothing** — You can quickly and easily even out the skin tone of people in their photos with the new Skin Smoothing feature. A preview of the change lets you choose how much smoothing to apply. For more information, see “Applying cosmetic corrections” on page 48.
- **New! Compatibility with Corel® Painter Essentials™ and Corel® Painter™** — Renowned among digital artists, photo

hobbyists, and professional photographers, Corel Painter and Corel Painter Essentials can simulate a wide range of traditional art tools. Corel Paint Shop Pro Photo XI now supports RIFF, the native file format for both of these programs.

Unique special effects

Corel Paint Shop Pro Photo offers an array of graphics tools and creative effects that help you transform a photo into a truly unique image. Whether you are inspired by a photographic process from a bygone era or want to add stunning artistic effects to your images, you'll find the tools that let you unleash your creativity.

- **New! Time Machine** — Now you can see what your photos would look like if they had been taken in another era. The Time Machine offers a range of settings based on photo styles from the 1830s to the 1980s, so you can easily send your photos back in time. For more information, see “Creating vintage-style photos with the Time Machine” on page 86.
- **New! Film and Filters** — Corel Paint Shop Pro Photo XI provides a range of effects inspired by classic film and filter types. You can combine different effects with different film or filter types to produce interesting, eye-catching results. For more information, see “Applying film and filter effects to photos” on page 87.
- **New! Depth of Field** — You can now easily draw attention to a specific area of an image. The new Depth of Field effect lets you apply focus to a region of a photo while applying an out-of-focus blur to the rest of the image. This new feature lets you easily replicate the look of the depth-of-field feature found in high-end cameras. For more information, see “Creating an area of focus by controlling depth of field” on page 44.

Corel® Snapfire™ Plus SE

Corel Snapfire Plus SE is a preview product that offers you a series of great image-editing and photo-management tools that work in tandem with Corel Paint Shop Pro Photo. These tools can help you import, edit, and share your images. After the limited preview period, you can

continue to use the more basic features, which are found in Corel Snapfire.

- **Photo Doctor** — The Photo Doctor removes the guesswork from photo correction by analyzing a digital photo and recommending when Quick Fix should be applied. With a single click, you can then adjust the color balance, contrast, clarity, and saturation to optimal levels.
- **Corel Photo Downloader** — When you plug devices such as cameras or card readers into your computer, Corel Photo Downloader can automatically download the photos and let you edit them with Corel Paint Shop Pro Photo or Corel Snapfire. Corel Photo Downloader has a memory function that keeps track of which photos have already been downloaded, and you can easily view the most recent downloads. What's more, you can instruct the Corel Photo Downloader to perform the download automatically when a camera or memory card is inserted.
- **Simple photo projects** — Corel Snapfire Plus SE includes many creative templates designed to inspire you to do more with your photos. With drag-and-drop simplicity, you can easily create stunning album pages, greeting cards, calendars, and collages.

Installing and uninstalling Corel Paint Shop Pro Photo

The Installer makes it easy to install Corel applications and components. It lets you

- install and uninstall any Corel applications included in your software package
- add components to a currently installed application
- refresh files and configurations of currently installed applications

To install Corel Paint Shop Pro Photo

- 1 Close any open applications.
- 2 Insert the CD in the CD drive.

If the Installer does not start automatically, click **Start ▶ Run** on the Windows® taskbar. Type **D:\Setup**, where **D** is the letter that corresponds to the CD drive.

- 3 Follow the instructions on your screen.



When you perform a custom installation, you can choose to associate specific file formats, such as JPEG and TIFF, with Corel Paint Shop Pro Photo. For more information, see “Setting file format associations” in the Help.

To uninstall Corel Paint Shop Pro Photo

- 1 On the Windows taskbar, click **Start ▶ Control Panel**.
If your operating system is Windows 2000, click **Start ▶ Settings ▶ Control Panel**.
- 2 Click the **Add or Remove Programs** icon.
The Add or Remove Programs dialog box appears.
- 3 From the **Currently installed programs** list, choose **Corel Paint Shop Pro Photo XI**, and click **Remove**.
- 4 Follow the InstallShield® wizard instructions.



You can remove user-created files such as presets, user-created fills, and customized files during the uninstall process. Click **Change** in the Add or Remove Programs dialog box, click the **Remove Corel Paint Shop Pro Photo XI from your computer** button, mark the **Remove Corel Paint Shop Pro Photo XI settings** check box, and click **Remove**.

Starting and exiting Corel Paint Shop Pro Photo

You can start Corel Paint Shop Pro Photo from the Windows taskbar and exit the program from the File menu.

To start Corel Paint Shop Pro Photo

- On the Windows taskbar, click **Start ▶ All Programs ▶ Corel Paint Shop Pro Photo XI ▶ Corel Paint Shop Pro Photo XI**.



If you associate specific file formats, such as JPEG and TIFF, with Corel Paint Shop Pro Photo, you can double-click the associated file to start the program. For information about setting file format associations, see “Setting file format associations” in the Help.

To exit Corel Paint Shop Pro Photo

- Choose **File** ▶ **Exit**.

Registering Corel products

Registering Corel products is important to ensure that you receive timely access to the latest product updates, as well as valuable information about product releases. Registration also gives you access to free downloads, articles, tips and tricks, and special offers.

You can register the program when you install it, or you can register at a later date.

You can register the program in one of the following ways:

- **online** — If you are connected to the Internet when you install the Corel graphics application, you can launch the online registration. If no Internet connection is detected, you are presented with a list of options.
- **by phone** — You can call the Corel Customer Service Center nearest you.

For more information about registering a Corel product, visit www.corel.com/support/register.

Updating Corel Paint Shop Pro Photo

You can check for product updates. Updates notify you of important new information about your program.

To update Corel Paint Shop Pro Photo

- Choose **Help** ▶ **Check for Updates**.

Corel Support Services

Corel Support Services can provide you with prompt and accurate information about product features, specifications, pricing, availability, services, and technical support. For the most current information on available support and professional services for your Corel product, please visit www.corel.com/support.

Warranty support

Corel's warranty support is designed to help customers with technical issues related to installation and product defects, including crashes and errors caused by Corel software.

Personal telephone support

Many customers choose to speak directly to a Corel support technician over the telephone. Live person-to-person support on a toll-free line is available as a paid service and is designed for individual, small business, academic, trial version, and OEM users.

About Corel Corporation

Corel is a leading global packaged software company with an estimated installed base of more than 40 million users. The company provides high-quality, affordable, and easy-to-use productivity, graphics, and digital imaging software and enjoys a favorable market position among value-conscious consumers and small businesses. Corel's product portfolio features well-established, globally recognized brands, including CorelDRAW® Graphics Suite, Corel® WordPerfect® Office, WinZip®, Corel® Paint Shop Pro®, and Corel® Painter™.

Headquartered in Ottawa, Canada, Corel Corporation is traded on The NASDAQ Stock Market® under the symbol CREL and on the Toronto Stock Exchange under the symbol CRE. For more information, please visit www.corel.com.

Learning how to use Corel Paint Shop Pro Photo



You can learn Corel Paint Shop Pro Photo in various ways: by reading the user guide, by accessing the Help, by using the Learning Center palette, or by exploring the resources on the Corel Web site (www.corel.com), where you can access tips, tutorials, and information about training from lynda.com.

You can also check the **readme.html** file installed with the program to learn the latest information about the software.

In this section, you'll learn about

- documentation conventions
- using the Learning Center palette
- using the Help system

Documentation conventions

The following table describes important conventions used in the user guide and Help.

Convention	Description	Example
Menu ▶ Menu command	A menu item followed by a menu command	Choose File ▶ Open .
drop-list	A list of options that drops down when a user clicks a down arrow button	Choose an option from the Selection Type drop-list on the Tool Options palette.

Convention	Description	Example
palette	A window containing available commands and settings relevant to a specific tool or task	Double-click the name of the group on the Layers palette.
mark and unmark	Terms that refer to enabling or disabling check boxes by clicking them	To preserve the current print size, mark the Maintain original print size check box.
Enter	The Enter key on your keyboard	To save this gradient as a swatch that you can access later, click the Add to swatches button, type a name, and press Enter .
	A note containing information that is important to the preceding steps. It may describe conditions under which the procedure can be performed.	The Background Eraser tool cannot be applied directly to the background layer, which does not support transparency.
	A tip containing suggestions for performing the preceding steps. It may present alternatives to the steps, or other benefits and uses of the procedure.	You can also right-click in the image to set the source point for the Clone tool.

Using the Learning Center palette

The Learning Center palette contains helpful information about Corel Paint Shop Pro Photo tasks, commands, and tools to help first-time users as well as experienced users get their work done faster. The Home page of the Learning Center palette provides a task-based workflow, which begins with getting your photos into the program.

From there, the workflow takes you through tasks such as finding and organizing your image files, adjusting and retouching photos, creating collages, adding text, graphics, and effects, and printing and sharing your creations.

Each task appearing on the Home page has its own topics with instructions that describe its related tools or commands. You can click a given topic to access a related tool or command. In this way, you can perform a task as you learn about it. You can also access the Help from the Learning Center palette to obtain additional information about a task.

To display or hide the Learning Center palette

- Choose **View ▶ Palettes ▶ Learning Center**.



The Learning Center palette is displayed by default. It appears along the left side of the main window.

To use the Learning Center palette

- 1 From the Home page, click a task.

The topics related to the task appear.

- 2 Click a topic.

The procedure related to the topic appears.

- For topics describing a tool, the tool becomes active. The Tool Options palette and any other relevant palette appear.
- For topics describing a command associated with a dialog box, the dialog box appears.

- 3 Read the procedure for using the tool or command.



Some tasks and commands are not available unless an image is open.

Using the Help system

The Help that is available from within the program is the most comprehensive source of information for Corel Paint Shop Pro Photo.

The Help topics dialog box provides three ways to find information. You can choose a topic from the Contents page, use the Index page to search for a specific subject, or use the Search page to search for specific words and phrases. You can also print topics from the Help and change the size of the text displayed in the Help window.

To use the Help system

- 1 Click **Help** ► **Help topics**.
- 2 Click one of the following tabs:
 - **Contents** — lets you browse through topics in the Help
 - **Index** — lets you use the keywords from the index to find a topic. For example, if you want to add a caption to a photo, but are not sure which feature to use, type **caption**.
 - **Search** — lets you search the full text of the Help for a particular word or phrase. For example, if you are looking for information about a specific tool or command, you can type the name of the tool or command, such as **Backlighting**, to display a list of relevant topics. To search for a phrase, type the phrase and enclose it with quotation marks (for example, type “**Smart photo fix**”).
 - **Favorites** — lets you create a list of Help topics that you can easily access. You can remove and add Help topics at any time.

You can also

Print a specific Help topic	Open a Help topic, click the frame you want to print, and click Print .
View Help for a dialog box	Click Help in the bottom of the dialog box.
Access information and troubleshooting tips on the Corel Web site	On the Help window toolbar, click Support .

Workspace tour



The Corel Paint Shop Pro Photo workspace includes menus, tools, and palettes that you can use to create and edit images. By navigating this workspace, you can accomplish your photo-editing, painting, and drawing tasks.

In this section, you'll learn about

- the workspace
- using palettes
- using toolbars
- using tools
- opening Corel Snapfire

Exploring the workspace

When you open Corel Paint Shop Pro Photo, the main program window appears. This window is your work area. It contains the commands and tools you need to create, edit, print, and export your images.

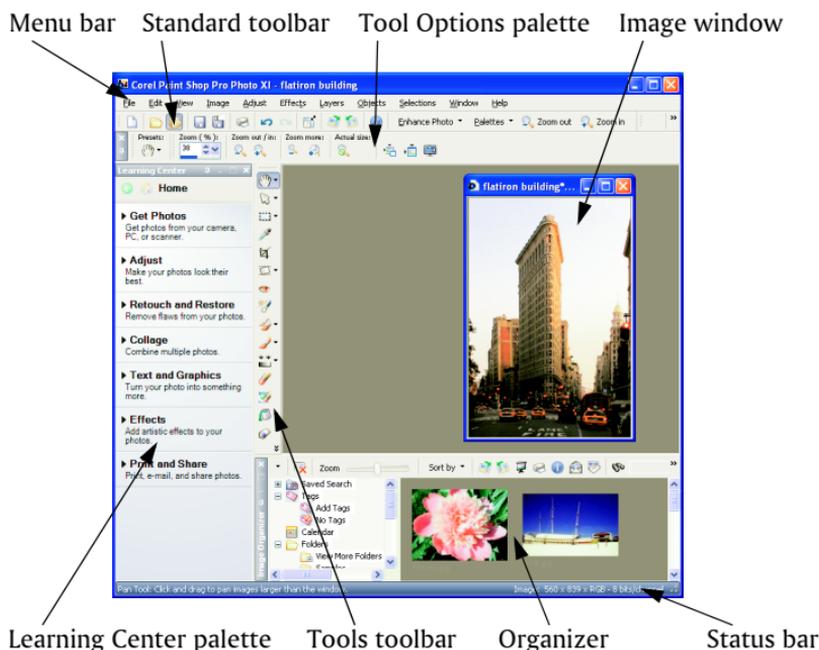
You can save the entire workspace, including all open images and their magnifications and screen positions, as well as positions and preferences of palettes, toolbars, dialog boxes, and windows. For information about using custom workspaces, see “Using custom workspaces” in the Help.

The Corel Paint Shop Pro Photo workspace includes the following components:

- **Menu bar** — displays commands for performing tasks. For example, the Effects menu contains commands for applying effects to images.
- **Toolbars** — display buttons for common commands

- **Palettes** — display image information and help you select tools, modify options, browse through images, manage layers, select colors, and perform other editing tasks
- **Status bar** — displays information about the selected tool or menu command, as well as information about image dimensions, color depth, and cursor position

Shown below is the workspace that appears when you start Corel Paint Shop Pro Photo for the first time.



The workspace in Corel Paint Shop Pro Photo

Using palettes

Corel Paint Shop Pro Photo contains many palettes that organize information and commands to help you edit your images. Some palettes appear automatically when you start the application for the first time, others appear when you activate certain tools, and some

palettes appear only when you choose to open them. You can easily turn a palette on and off by using the **Palettes** drop-list on the Standard toolbar, or by choosing **View ▶ Palettes**.

For more information about working with palettes, see “Using palettes” in the Help.

Palette	Description
Learning Center	Displays information about workflow, tools, and commands to help you complete common tasks quickly and efficiently
Organizer	Lets you view thumbnails of all images on your hard drive. Images are cataloged, so you can quickly search by folder, date, keyword, caption, or other image data, which you can view and edit in the Organizer. You can also create slide shows and print contact sheets.
Photo Tray	Lets you gather photos from various folders so that you can edit, e-mail, print, or upload them. You can add, remove, and rename trays within the Photo Tray palette to match your workflow.
Tool Options	Displays settings and controls for the active tool
Materials	Lets you choose colors and materials for painting, drawing, filling, and retouching
Layers	Lets you view, organize, and adjust settings for image layers
Overview	Displays a thumbnail of the active image, lets you set a zoom level, and displays image information
History	Lists the actions taken on the active image, allows you to undo and redo adjacent or nonadjacent actions, and allows you to create a Quickscript that can be instantly applied to other open images

Palette	Description
Histogram	Displays a graph of the distribution of red, green, blue, grayscale, hue, saturation, and lightness values in an image. You can analyze the distribution of detail in the shadows, midtones, and highlights to help you decide how to make corrections.
Brush Variance	Lets you set additional brush options when you use a paint brush or any other raster painting tool. This palette is particularly useful when you use a pressure-sensitive tablet or a four-dimensional mouse. For example, you can vary the opacity of a brush stroke by applying pressure with the stylus. Some options also work well with a mouse.
Mixer	Lets you place and mix pigments to use with the Oil Brush tool and the Palette Knife tool, allowing you to create realistic strokes with oil paints on Art Media layers
Script Output	Displays a list of your actions and results when you run scripts

Using toolbars

The toolbars display buttons that are useful for performing common tasks. When you position your cursor over a button, its name appears on a ToolTip.

You can add and remove buttons from toolbars and create custom toolbars. For more information about customizing toolbars, see “Customizing toolbars” in the Help.

Corel Paint Shop Pro Photo contains the following toolbars:

- **Effects** — displays commands for applying effects to your images
- **Photo** — displays commands for enhancing photos
- **Script** — displays commands for creating and running scripts

- **Standard** — appears by default toward the top of the workspace and displays the most common commands, such as saving images, undoing a command, and cutting and pasting items
- **Tools** — contains tools for painting, drawing, cropping, typing text, and performing other image-editing tasks
- **Web** — displays commands for creating and saving images for the Web

For information about the menu bar and the status bar, see “Exploring the workspace” on page 13.

To display or hide a toolbar

- Choose **View ▶ Toolbars**, and choose the toolbar that you want to display or hide.
A check mark beside the toolbar name in the menu indicates that the toolbar is displayed.

Using tools

You can use the Corel Paint Shop Pro Photo tools to paint, draw, crop images, add text, and perform other image editing and creative tasks. Some tools, such as the Crop, Move, and Text tools, reside in their own space on the Tools toolbar. Most tools, however, are grouped with other tools that perform similar tasks. A group of tools is denoted by a small flyout arrow on the right side of the active tool.



You can access all tools in a flyout by clicking the flyout arrow beside the active tool.

When you hold the pointer over a tool, a ToolTip displays the tool name and shortcut key, and the status bar displays hints for using the tool.

Depending on the type of layer you are working on, some tools may not be available. For example, the Paint Brush and Clone Brush tools work

only on raster layers, the Pen tool works only on vector layers. For more information about raster and vector layers, see “Working with layers” on page 67.

The following table briefly describes each tool on the Tools toolbar.

Tool	Description
 Pan	Moves the viewable portion of the image window when part of the image extends beyond the image window
 Zoom	Zooms in when you click, or zooms out when you right-click. You can drag to define an area for zooming. If your pointing device has a scroll wheel, you can use it to quickly zoom in and out quickly.
 Pick	Moves, rotates, and reshapes raster layers, and selects and modifies vector objects
 Move	Moves a raster layer or a vector layer on the canvas
 Selection	Creates a geometrically shaped selection, such as a rectangle, ellipse, or triangle
 Freehand Selection	Creates an irregularly shaped selection
 Magic Wand	Makes a selection based on pixel values within a specified tolerance level
 Dropper	Lets you choose the foreground/stroke color by clicking, or the background/fill color by right-clicking
 Crop	Trims or eliminates unwanted edges of an image
 Straighten	Rotates a crooked photo to straighten it

Tool	Description
 Perspective Correction	Squares the perspective of buildings or other objects that appear to be leaning or unnaturally angled
 Red Eye	Quickly corrects the red-eye effect commonly seen in photos
 Makeover	Provides three modes — Blemish Fixer, Toothbrush, and Suntan — which let you apply cosmetic fixes to subjects in your photos
 Clone	Removes flaws and objects by painting over them with another part of the image
 Scratch Remover	Removes wrinkles, wires, and similar linear flaws from digital photos, and removes scratches from scanned photos
 Object Remover	Covers unwanted elements of a photo with a neighboring texture in the same photo
 Paint Brush	Lets you paint on your image with colors, textures, or gradients
 Airbrush	Simulates painting with an airbrush or spray can
 Lighten/Darken	Lightens areas as you drag, or darkens areas as you drag with the right mouse button. This effect is stronger than the effects produced by the Dodge and Burn tools.
 Dodge	Lets you lighten areas of a photo by clicking, or darken areas by right-clicking. This tool and the Burn tool produce opposite effects.

Tool	Description
 Burn	Lets you darken areas of a photo by clicking, or lighten areas by right-clicking. This tool and the Dodge tool produce opposite effects.
 Smudge	Smears pixels by picking up new colors as you drag, or pushes pixels by not picking up new colors as you drag with the right mouse button
 Push	Pushes pixels by not picking up new colors as you drag, or smears pixels by picking up new colors as you drag with the right mouse button
 Soften	Softens pixels as you drag, or sharpens pixels as you drag with the right mouse button
 Sharpen	Sharpens pixels as you drag, or softens pixels as you drag with the right mouse button
 Emboss	Creates an embossed effect by suppressing color and tracing edges as you drag
 Saturation Up/Down	Makes colors more vivid as you drag, or less vivid as you drag with the right mouse button
 Hue Up/Down	Shifts pixel hue values up as you drag, or shifts them down as you drag with the right mouse button
 Change to Target	Recolors pixels while retaining photographic detail
 Color Replacer	Replaces the background/fill color with the foreground/stroke color when you click or drag, or replaces the foreground/stroke color with the background/fill color when you right-click or drag

Tool	Description
 Eraser	Erases raster layer pixels to transparency
 Background Eraser	Erases around the edges of the areas you want to keep in a photo
 Flood Fill	Fills pixels of a similar tolerance level with the current foreground/stroke material when you click, or with the current background/fill material when you right-click
 Color Changer	Changes the color of an element in a photo while preserving the shading and luminosity of the original color
 Picture Tube	Places Picture Tubes™, theme-based artistic elements, in your image
 Text	Places text on your image
 Preset Shape	Adds predefined shapes (such as callouts, arrows, and starbursts) to your image
 Rectangle	Creates a rectangle or square
 Ellipse	Creates an ellipse or circle
 Symmetric Shape	Creates symmetric or star-shaped objects
 Pen	Creates connected or unconnected lines, freehand curves, and Bézier curve segments
 Warp Brush	Shrinks, grows, twists, or distorts pixels in your photo
 Mesh Warp	Distorts a photo by dragging points along an overlay grid
 Oil Brush	Simulates oil brush strokes on an Art Media layer

Tool	Description
 Chalk	Simulates drawing with chalk on an Art Media layer
 Pastel	Simulates drawing with pastels on an Art Media layer
 Crayon	Simulates drawing with crayon on an Art Media layer
 Colored Pencil	Simulates drawing with colored pencil on an Art Media layer
 Marker	Simulates drawing with an ink marker on an Art Media layer
 Palette Knife	Simulates applying oil paint with a knife (instead of a brush) on an Art Media layer
 Smear	Smears whatever pigment you've applied to an Art Media layer
 Art Eraser	Erases whatever pigment you've applied to an Art Media layer

Opening Corel Snapfire

If you have Corel Snapfire installed on your computer, you can open it directly from Corel Paint Shop Pro Photo.

To open Corel Snapfire

- Choose **File ▶ Launch Corel Snapfire**.

Getting started with Corel Paint Shop Pro Photo



You can bring your images into Corel Paint Shop Pro Photo in various ways: you can import images from a digital camera, card reader, or scanner; you can capture images from the computer screen; you can duplicate an existing image or layer; or you can create an image.

In this section, you'll learn about

- getting photos into Corel Paint Shop Pro Photo
- opening and closing images
- saving images
- zooming and panning
- undoing and redoing actions
- deleting images
- working with the Organizer
- working with photo trays

Getting photos into Corel Paint Shop Pro Photo

You can download and scan images into Corel Paint Shop Pro Photo.

Using the Corel Photo Downloader

You can easily download images by using the Corel Photo Downloader, which is installed along with Corel Snapfire Plus SE during the Corel Paint Shop Pro Photo installation. The Corel Photo Downloader offers the quickest and easiest way to transfer photos from your digital camera to your computer. Just plug in your camera, or insert a memory card into your card reader, and perform a quick one-time setup.

Afterwards, the Corel Photo Downloader starts automatically whenever you plug in your camera or insert a memory card into your card reader.

You can set the Corel Photo Downloader to rotate photos. You can also choose to clear space on your camera's memory card by automatically deleting photos on the camera after downloading them. Corel Snapfire Plus SE is launched automatically after downloading. The Corel Photo Downloader also detects and lets you view photos stored on photo CDs. For more information, see the Corel Snapfire Plus SE Help.

Using scanners

Your scanning software may allow you to choose an application for scanning images. To set up your scanner so that you can scan images into Corel Paint Shop Pro Photo, please refer to the manufacturer's documentation provided with your scanner.

After you download or scan your images, you can review them with Quick Review in a full-screen slide show. For information about Quick Review, see "Using Quick Review" in the Help.

To use the Corel Photo Downloader with a camera or card reader

- 1 Connect the camera or card reader to the computer by using a USB cable.

The Corel Photo Downloader opens.

You can verify that the Corel Photo Downloader is active by checking for its icon  in your system tray.

- 2 Mark the **Use Corel Photo Downloader to transfer photos** check box.
- 3 Choose one of the following options:
 - **Always start downloading automatically**
 - **Display this prompt each time**
- 4 Click **OK**.

When the download is complete, Corel Snapfire Plus SE starts. You can choose to view the photos with Corel Snapfire Plus SE or with the Organizer in Corel Paint Shop Pro Photo.



You can set download options by clicking **Options** in the Corel Photo Downloader dialog box and choosing the options you want.

You can also set download options by clicking the **Corel Photo Downloader** icon  in your system tray and choosing **Options**. For more information about setting options, see the Corel Snapfire Plus SE Help.

To get photos from a WIA scanner

- 1 After installing the software that came with your Windows Image Acquisition (WIA) scanner, connect your scanner to your computer.
- 2 In Corel Paint Shop Pro Photo, choose **File ▶ Import ▶ From Scanner or Camera**.

The scanner's interface appears.

- 3 Use the scanner's software to perform the scan.

If you have set up your scanner to scan into Corel Paint Shop Pro Photo, the image is displayed in an image window in Corel Paint Shop Pro Photo after it is processed. The scanner's software may remain open, so you can either exit the software or continue to acquire images.



If your scanner uses the TWAIN interface, see “To get photos from a TWAIN scanner” in the Help.

Opening and closing images

You can open most image formats in Corel Paint Shop Pro Photo. You can open the images by using the menu bar in the main program window or by using the Organizer. For information about using the Organizer, see “Finding, organizing, and reviewing images” in the Help.

To open an image

- 1 Choose **File ▶ Open**.
- 2 In the **Look in** drop-list, choose the folder where the file is stored.

- 3 Click the name of the file that you want to open.
If you want to open multiple files, hold down **Ctrl**, and click the filenames.
- 4 Click **Open**.

You can also

View information about an image	In the Open dialog box, click the filename, and click Details .
View a thumbnail in the preview area	In the Open dialog box, mark the Show preview check box.
Run a script on the files as they open	In the Open dialog box, mark the Enable Pre-processing check box, and choose a script from the drop-list.

To open a recently viewed file

- Choose **File ▶ Recent Files**, and choose the filename.



By default, the **Recent Files** menu lists four recently viewed files. You can choose to list up to 10 files. For more information, see “To set the number of files that appear in the Recent Files list” in the Help.

To open an image from the Organizer

- 1 If the Organizer is not displayed, display it by choosing **View ▶ Palettes ▶ Organizer**, or click the **Toggle Organizer** button  on the Standard toolbar.

To view thumbnails from another folder, click **Add More Folders** from the left side of the Organizer, and from the Browse for Folder dialog box that appears, choose the folder containing the desired images. The folder you choose now appears in the Folders list.

- 2 Double-click the thumbnail to open the image in the workspace.



For more information on using the Organizer, see “Finding, organizing, and reviewing images” in the Help.

To close an image

- Choose **File ▶ Close**, or click the **Close** button  in the title bar of the image window.

Saving images

Before you save an image, you need to consider the file format in which you want to save it, and you must ensure that you don't overwrite an original image that you may need in the future.

The PspImage file format of Corel Paint Shop Pro Photo supports layers, alpha channels, and other features used in creating images. It is recommended that you save and edit your images as PspImage files. You can then save the file to a standard file format if you want to e-mail the image, use it on a Web page, or send it to a printing service.

For more information about common image file formats, such as JPEG, TIFF, PNG, see “Saving images” in the Help.

When you save a new image, Corel Paint Shop Pro Photo lets you select its location, name, and file format. When you save an image and then edit it, the image title bar displays an asterisk, or modifier tag, after the filename to indicate that the file has been modified. This tag disappears each time you save your work.

You can also automatically save your files at specific intervals to avoid losing your work if your computer shuts down unexpectedly. For more information, see “Setting Autosave preferences” in the Help.

Important! *If you do not change the file format of the file you open and you want to preserve the original image, you must use the Save As command, rather than the Save command, to avoid overwriting the original file.*

To save a new image

- 1 Choose **File ▶ Save**.

The Save As dialog box appears.

- 2 From the **Save in** drop-list, choose the folder in which you want to save the file.
- 3 In the **Filename** field, type a name for the file.
- 4 In the **Save as type** drop-list, choose a file format.
- 5 Click **Save**.

You can also

Save EXIF data with the image

Click **Options**. In the Save Options dialog box, mark the **Save EXIF information** check box.

Compress an image file

Click **Options**. In the Save Options dialog box, choose a compression option from the **Compression** group box. The option is unavailable if the file format does not support compression.

Save in the last-used file format

Choose **File ▶ Preferences ▶ General Program Preferences**, and click **Display and Caching** from the list on the left side. In the **Presentation** group box, mark the **Re-use last type in the file save-as dialog** check box.



You can also save your work by clicking the **Save As** button  on the Standard toolbar to avoid overwriting your current file.

To save your work

- Choose **File ▶ Save**.

The original image is overwritten by the modified image. If you do not want to overwrite the original file, use the **Save As** command.



When you use the **Save** command, Corel Paint Shop Pro Photo automatically uses the current filename and location to save the image. This action overwrites your current file.

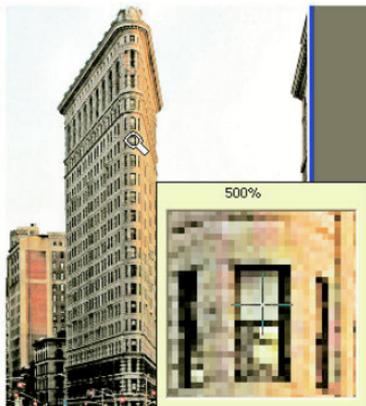
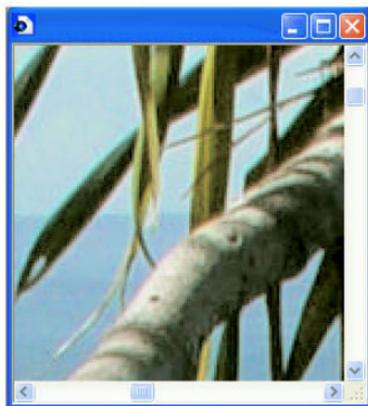


You can also save your work by clicking the **Save** button  on the Standard toolbar.

Zooming and panning

By default, images that you open in Corel Paint Shop Pro Photo appear at a magnification level that allows the full image to appear in the workspace. You can zoom in to get a closer look at image detail or zoom out to view a larger portion of the image. You can also magnify a specific area of an image.

You can view image areas that fall outside the current image window. For example, when you are working at a high magnification level, you can pan or jump to a different image area without having to adjust the magnification level. When an image is too large to fit within its window, scroll bars appear on the bottom and right sides of the image.



You can use the Zoom tool to magnify your image (left) or you can use the Magnifier command to view a specific area without changing the magnification of the image (right).

To zoom

- 1 On the Tools toolbar, choose the **Zoom** tool .
- 2 Click to magnify the area, or right-click to reduce the area.
The magnification changes to a preset percentage that appears in the **Zoom (%)** control on the Tool Options palette.

You can also

Magnify the image by a specified percentage	On the Tool Options palette, type a value in the Zoom (%) control.
---	---

View the image at 100%	Choose View ▶ Zoom to 100% , or click the Actual Size button  on the Tool Options palette.
------------------------	---



By default, when you zoom in or out, the image window automatically resizes to fit the image. For more information, see “Setting view preferences” in the Help.



You can also change the magnification when the **Zoom** tool is active by using the scroll-wheel if one is included on your mouse or stylus.

You can also change the magnification of an image by choosing **View ▶ Zoom in** and **View ▶ Zoom out**.

To magnify an image area

- 1 Choose **View ▶ Magnifier** to place the cursor in magnifier mode.
- 2 Position the cursor over the image area that you want to magnify.
The area under the cursor is displayed at 500%.



To turn off the magnifier mode, choose **View ▶ Magnifier** again.

To pan around an image

- 1 On the Tools toolbar, choose the **Pan** tool .
- 2 Drag within the image.

You can also

Pan while using another tool	Hold down the Spacebar , and drag with the other tool.
Pan around an image by using the Overview palette	Drag the preview rectangle on the Overview palette to a new position.

To fit the window to the image

- Choose **Window** ▶ **Fit to Image**.



You can also fit the window to the image by clicking the **Fit Window to Image** button  on the Tool Options palette when the **Pan** tool  or **Zoom** tool  is active.

Undoing and redoing actions

You can undo single or multiple actions as you edit an image. For example, you can undo brush strokes, color adjustments, or effects that you have applied to the image. You can also redo single or multiple actions to reapply commands that you have undone.

You can also revert to the last saved version of the image.

The History palette lets you undo and redo actions selectively, regardless of their sequence. For more information about using the History palette, see “Undoing and redoing actions by using the History palette” in the Help.

Important! *The Undo control does not undo the following actions: renaming files, saving files, opening and closing files, emptying the Clipboard, making changes that are program-wide and not specific to the current image (such as changes to color settings and preferences), or using commands that do not change the image pixels (such as zooming or scrolling).*

To undo an action

- Choose **Edit** ▶ **Undo**.

If you want to undo multiple actions, repeat the **Edit ▶ Undo** command.



The **Undo** command undoes multiple actions in the order in which they were performed. To undo actions selectively, you can use the History palette.

If the action cannot be undone, the **Undo** command is unavailable.



You can also undo an action by clicking the **Undo** button  on the Standard toolbar, or by pressing **Ctrl + Z**.

To redo an action

- Choose **Edit ▶ Redo**.



The **Redo** command redoes multiple actions in the order in which they were undone. To redo actions selectively, you can use the History palette.

Only actions that have been undone can be redone.



You can also redo an action by clicking the **Redo** button  on the Standard toolbar, or by pressing **Ctrl + Alt + Z**.

Deleting images

You can delete image files from the main workspace, or you can delete images by using the Organizer. For information about using the Organizer, see “Finding, organizing, and reviewing images” in the Help.

To delete the current image in the workspace

- Choose **File ▶ Delete**.

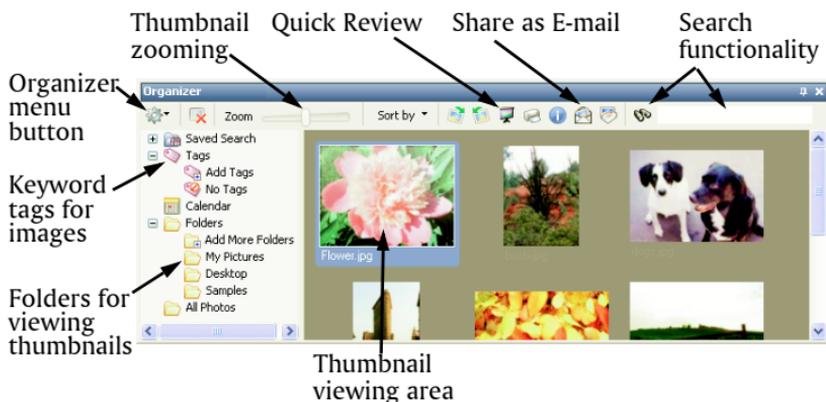
Working with the Organizer

The Organizer is a digital image management feature that lets you effortlessly find, organize, review, and share images.

You can search for images by filename, date, file type, or folder location. You can also find images based on a keyword tag that you've associated with them (such as "kids," "vacation," or "birthday"). Thumbnail zooming makes recognizing a particular image even easier and faster. In addition, you can edit EXIF data, play video files, and extract frames from video files.

From the Organizer, you can access a full-screen viewing mode called Quick Review which lets you review images, make basic corrections, and share your images as a slide show.

When you start Corel Paint Shop Pro Photo for the first time, the Organizer appears as a palette docked to the bottom of the main window.



To display or hide the Organizer

- Choose **View** ▶ **Palettes** ▶ **Organizer**

To search for images

- On the right side of the Organizer toolbar, enter a search term in the **Find Photos** text field.

Thumbnails matching the search term appear in the Organizer. You can search by filename, folder name, keyword tags, caption text, or image metadata (EXIF or IPTC data).



You can also use advanced methods for searching by clicking the **Find Photos** button  and using the Search dialog. For information, see “To use the advanced search feature” in the Help.

To view thumbnails in Quick Review

- 1 In the Organizer, select the photos that you want to review, and click the **Quick Review** button .
- 2 Use the buttons on the Quick Review toolbar to play  the selected thumbnails as a slide show. You can also move forward  or backward  one slide, or rewind to the start . When you click **Pause** , you enter pause mode and you can view image information , add an image to a photo tray , or delete an image .
- 3 To exit Quick Review, click the **Exit Fullscreen Mode** button , or press Esc.

Working with photo trays

You can use photo trays to gather images from various folders. The images remain in their original location, but are referenced in the photo tray and can be accessed by clicking a thumbnail. For more information about photo trays, see “Working with photo trays” in the Help.

To hide or display the Photo Tray palette

- Choose **View** ▶ **Palettes** ▶ **Photo Tray**.



You can also hide or display the Photo Tray palette by pressing **Ctrl + W**.

To add photos to a photo tray

- 1 Select the photo tray to which you want to add photos.
- 2 From the Organizer, drag the photos to the photo tray.

Adjusting images



When you view your photos in Corel Paint Shop Pro Photo, you may notice problems that you want to correct. In some photos, the problems are obvious, such as when the subject is too dark. In other photos, you may sense the need for improvement but not know what to fix. With Corel Paint Shop Pro Photo, you can correct specific aspects of a photo or allow the program to make basic photo adjustments.

In this section, you'll learn about

- rotating images
- cropping images
- straightening images
- correcting photographic perspective
- making basic photo corrections automatically
- removing digital camera noise
- creating an area of focus by controlling depth of field
- resizing images

Rotating images

You can rotate an image by 90 degrees to change its orientation to landscape (horizontal) or portrait (vertical). If your camera contains sensors that tag photos taken in portrait orientation, your photos are automatically rotated to the correct orientation.

For information about rotating an image to straighten it according to reference points within the image, such as the horizon, see “Straightening images” on page 38.



You can rotate an image in Corel Paint Shop Pro Photo.

To rotate an image

- Select an image, and perform a task from the following table.

To	Do the following
Rotate an image 90 degrees clockwise or counterclockwise	Choose Image ▶ Rotate Right , or choose Image ▶ Rotate Left .
Rotate an image interactively	On the Tools toolbar, choose the Pick tool  . Rotate the image by dragging the rotation handle (the square connected by a line to the rotation pivot point). The cursor changes to two curved arrows when it is positioned over the rotation handle.



You can also rotate an image by clicking the **Rotate Right**  or **Rotate Left**  button on the Standard toolbar.

Cropping images

You can remove unwanted portions of an image to create stronger compositions or to draw attention to another area of the image. Corel Paint Shop Pro Photo helps you crop by providing presets to common image sizes, such as 4×6 inches or 10×15 centimeters. Cropping reduces the amount of hard drive memory required for storing the image. Also, cropping can improve color corrections by eliminating extraneous areas of color. If a photograph requires both cropping and color correction, you should crop the image first and then apply the color correction.

Important! *Cropping permanently removes the image area outside the crop rectangle. To preserve the original photo, use the Save As command, and save the cropped version of your image with a new filename.*



← Floating toolbar for the Crop tool

To crop an image

- 1 On the Tools toolbar, choose the **Crop** tool.

By default, the crop rectangle appears on the image, and the area outside the crop rectangle is shaded.

- 2 Adjust the crop area size by dragging any of the handles or edges. To reposition the crop rectangle, place the cursor inside and drag.

You can use a preset crop size by choosing an option from the **Presets** drop-list on the floating toolbar for the Crop tool, or from the drop-list on the Tool Options palette.

- 3 When you're ready to crop the image, click the **Apply** button  on the Tool Options palette or on the floating toolbar for the Crop tool.

You can also

Apply the crop by using your mouse or keyboard	Double-click inside the crop rectangle, or press Enter .
Set the size and position of the crop rectangle on the Tool Options palette	Specify the desired values in the Width , Height , and Units controls, and specify the desired positioning coordinates in the Left , Top , Right , and Bottom controls.
Constrain the crop area to its current proportions	Mark the Maintain aspect ratio check box on the Tool Options palette. This option is available only for custom-defined crop rectangles.
Rotate the crop rectangle by 90 degrees	Click the Rotate Crop Rectangle button  on the floating toolbar.
Clear the crop area	Click the Clear button  on the floating toolbar for the Crop tool.

Straightening images

You can easily straighten crooked images by aligning a straightening bar with an image feature. Corel Paint Shop Pro Photo rotates the image so that this straightening bar is perfectly horizontal and vertical. This feature is especially useful when an image has a strong vertical or horizontal feature, such as a building or horizon.



The Straighten tool lets you position a straightening bar within an image.

To straighten an image

- 1 On the Tools toolbar, click the **Straighten** tool .
- 2 Drag each handle of the straightening bar to align it with the part of the image that you want to straighten.
- 3 On the Tool Options palette, choose one of the following options from the **Mode** drop-list:
 - **Auto** — automatically straightens the image based on the position of the straightening bar
 - **Make vertical** — rotates the image to make the straightening bar vertical
 - **Make horizontal** — rotates the image to make the straightening bar horizontal
- 4 Click the **Apply** button .

You can also

Straighten a single layer

Before clicking the **Straighten** tool, click the layer name on the Layers palette.

Straighten all layers in the image

Mark the **Rotate all layers** check box on the Tools Options palette.

You can also

Choose a specific angle for the straightening bar

Type or set a value in the **Angle** control on the Tools Options palette.



You can also double-click the image to apply the command.

Correcting photographic perspective

When you take pictures of tall or wide objects, the resulting photographs may have perspective distortion — that is, the objects may seem to be leaning or angled. This distortion occurs when the camera is at an angle to the subject.

By using the Perspective Correction tool, you can fix perspective distortion, such as the angled sides of a building.



Using the Perspective Correction tool changes the angle of the building.

To correct perspective in a photo

- 1 On the Tools toolbar, select the **Perspective Correction** tool . A bounding box with corner handles appears on the image.
- 2 On the Tool Options palette, choose settings for the following controls:
 - **Grid lines** — lets you enter the number of gridlines to display
 - **Crop image** — recrops the image to a rectangular shape after the perspective is applied

Note: Marking the **Crop image** check box deletes the areas of the image that fall outside the rectangle.

- 3 Drag each handle to the corner of the object that should be rectangular.
- 4 Click the **Apply** button .



You can also apply the command by double-clicking the image.

Making basic photo corrections automatically

If you are not sure what adjustments to make to a photo, you can apply either the One Step Photo Fix command or the Smart Photo Fix command and see if you like the results. The One Step Photo Fix command automatically applies a predetermined set of color balancing and sharpening corrections to your photo — all you need to do is select the command. If you want the option of fine-tuning these same corrections before applying them, you can use the Smart Photo Fix command.



You can use the One Step Photo Fix command to improve the exposure and color balance of images quickly and easily.

To apply basic corrections with One Step Photo Fix

- Choose **Adjust** ▶ **One Step Photo Fix**.

After a brief pause, several basic corrections are applied to your photo.



If you are not satisfied with the changes made to your photo, choose **Edit ▶ Undo**. Then, choose **Adjust ▶ Smart Photo Fix**, and adjust the available settings. You can also try using other **Adjust** menu commands, such as **Brightness and Contrast ▶ Curves** or **Brightness and Contrast ▶ Levels**.

To fine-tune basic corrections with Smart Photo Fix

1 Choose **Adjust ▶ Smart Photo Fix**.

The Smart Photo Fix dialog box appears. In the upper portion of the dialog box, the Before pane shows the original photo. The After pane shows how the photo would appear after applying the suggested set of basic adjustments.

2 Perform one or more tasks from the following table, and click **OK**.

To	Do the following
Brighten or darken the photo	In the Brightness group box, type or set a value in the Overall , Shadows , and Highlights controls, or adjust their corresponding sliders. Note: Positive settings brighten the photo, and negative settings darken the photo.
Increase or decrease saturation	Type or set a value in the Saturation control, or adjust the slider. Note: Positive settings make colors more vibrant; negative settings make colors less vibrant.
Sharpen the edges of the photo	Type or set a value in the Focus control, or adjust the slider.

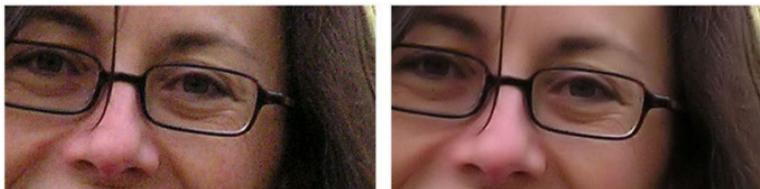


You can reset all settings to their initial values by clicking **Suggest Settings**, or to null settings by clicking the **Reset to Default** button .

To use advanced settings of the Smart Photo Fix feature, mark the **Advanced Options** check box. For more information on the advanced options, see “To use the advanced options of Smart Photo Fix” in the Help.

Removing digital camera noise

The term “noise” as it relates to photos refers to small specks of color that interfere with image clarity. These specks are usually caused by sources such as poor lighting conditions or the limitations of the sensor in your digital camera. For example, when you zoom in on a photo of a clear blue sky, you may see tiny specks of orange, red, purple, green, or other colors.



The image on the left looks grainy because of digital camera noise. The image on the right appears smoother and less grainy after the noise has been removed.

Corel Paint Shop Pro Photo gives you two fast, powerful commands for removing noise from your photos: One Step Noise Removal and Digital Camera Noise Removal. When you use a noise removal command, the program analyzes your photo, identifies the noise artifacts, and applies corrections based on these identified areas, while preserving the important edge details of your photo.

You can automatically apply noise correction to your photo with the One Step Noise Removal command. You can also control more precisely how these same corrections are applied by using the more

comprehensive Digital Camera Noise Removal command. For more information about using the Digital Camera Noise Removal command, see “Removing digital camera noise” in the Help.

To remove digital camera noise quickly

- Choose **Adjust ▶ One Step Noise Removal**.

After a brief pause, the noise is automatically removed.

Creating an area of focus by controlling depth of field

You can create an area of focus to draw attention to the subject in your photo. For example, in a photo of a person surrounded by a field of flowers, you can defocus (blur) the surrounding flowers while retaining a clear focus on the person. In photography, this effect is achieved by controlling the depth of field.



You can apply the Depth of Field effect to draw attention to the subject in your photo.

Depth of field refers to the area that appears to be in focus. Different factors affect the depth of field, including the distance between the camera and your subject, the lens speed, and your camera’s aperture setting. Most automatic cameras use the smallest aperture setting possible to ensure that most of the image is in focus. You can draw

attention to your subject, however, by using a larger aperture setting, which creates a shorter depth of field.

To create an area of focus by using the Depth of Field effect

- 1 Choose **Adjust** ▶ **Depth of Field**.
- 2 In the Depth of Field dialog box, choose one of the following **Area of focus** selection tools, and drag in the Before pane to enclose the area you want to keep in focus:
 - **Circular**  — lets you create a round selection
 - **Freehand**  — lets you create an irregularly shaped selection by dragging around an area to create a closed shape
 - **Rectangular**  — lets you create a rectangular selection
- 3 Move the **Blur** slider to adjust the amount of blur applied to the out-of-focus area.

You can also

Control the aperture shape for the blurred area	Click the Circular  or Hexagonal  Aperture Shape button.
Adjust the transition between the area in focus and the blurred area	Move the Feather edge slider. Moving the slider to the right increases the feathering; moving the slider to the left decreases the feathering.
Fine-tune the size of the area in focus	Move the Focus range slider to the left to shrink the area in focus. Move the slider to the right to expand the area in focus to the edge of the selection.



Make your selection slightly larger than the area you want to keep in focus, and then fine-tune the edge of the selection by using the **Focus range** slider.

Resizing images

After you adjust your image, you can resize it. It's important to understand how resizing affects image pixels.

Pixels have no set physical size. Each pixel represents one sample of a single color. When an image is resized, the number of pixels in the image may be reduced or increased, which causes the image to be resampled. Resampling changes the file size. For guidelines about resizing, see “Resizing images” in the Help.

To resize an image

- 1 Choose **Image** ▶ **Resize**.
- 2 In the Resize dialog box, mark the **Resample using** check box, and select a resampling type from the drop-list. (**Bicubic** is recommended.)
If you want to resize the current layer only, unmark the **Resize all layers** check box.
- 3 In the **Pixel Dimensions** group box, type or set new values in the **Width** and **Height** controls. From the drop-list, choose whether to enter values in pixels or as a percentage of the original size.
- 4 Click **OK**.



It is recommended that you constrain the new image dimensions to the image's current proportions by marking the **Lock aspect ratio** check box. Changing the aspect ratio distorts the image by stretching or contracting it in one dimension more than the other.



You can keep the image's current print size by marking the **Maintain original print size** check box.

Retouching and restoring images



Corel Paint Shop Pro Photo provides you with many ways to retouch your images. Whether you want to remove a small scratch, erase the entire background, or simply correct red-eye, you'll find the tools you need.

In this section, you'll learn about

- removing red-eye
- applying cosmetic corrections
- removing scratches
- removing flaws and objects
- erasing image areas
- recoloring image areas for a realistic effect

Removing red-eye

Red-eye in photos is a common problem. When light from the camera's flash reflects off the retina of a photo subject, a red-eye effect is captured in the photo. Corel Paint Shop Pro Photo has two methods of removing red-eye from a color photo.



The Red Eye tool replaces the red color in the subject's pupil with a dark gray color, restoring a natural look.

The fastest method of removal is to use the Red Eye tool. A more powerful method is to use the advanced Red Eye Removal command, which lets you change the eye color. For more information about using the Red Eye Removal command, see “To use advanced options for red-eye removal” in the Help.

To remove red-eye quickly

- 1 On the Tools toolbar, choose the **Red Eye** tool .
- 2 On the Tool Options palette, adjust the **Size** control so that the cursor is about twice the size of the red area needing correction.
- 3 Position the cursor directly over the eye, and click.



You can zoom in on the photo, if necessary, for better control of the **Red Eye** tool.

You can size the cursor interactively by holding down **Alt** while dragging the **Red Eye** tool over the eye area.

Applying cosmetic corrections

You can quickly improve the appearance of the subjects in your photos by performing the following cosmetic corrections:

- removing blemishes — by using the Blemish Fixer mode of the Makeover tool
- whitening teeth — by using the Toothbrush mode of the Makeover tool
- adding a suntan — by using the Suntan mode of the Makeover tool
- removing wrinkles — by using the Scratch Remover tool
- smoothing skin tone quickly — by using the Skin Smoothing command in the Adjust menu



You can remove blemishes, whiten teeth, and apply a suntan.

To remove facial blemishes

- 1 On the Tools toolbar, choose the **Makeover** tool 🛠️.
- 2 On the Tool Options palette, choose the **Blemish Fixer** 🧼 mode.
The cursor changes to concentric circles.
- 3 On the Tool Options palette, adjust the **Size** control to the smallest size that allows the inner circle to enclose the blemish.
The outer circle is for the material used to cover the blemish.
- 4 On the Tool Options palette, adjust the **Strength** control.
Values range from 1 to 100. Higher values apply more of the source material (enclosed in the outer circle) to the blemish area (enclosed in the inner circle).
- 5 Click directly over the blemish.



You can zoom in on the photo for better control of the **Makeover** tool.

To whiten teeth

- 1 On the Tools toolbar, choose the **Makeover** tool 🛠️.
- 2 On the Tool Options palette, choose the **Toothbrush** 🪥 mode.
- 3 Click directly over the teeth.
If the teeth are separated or partially obscured, you may need to apply this tool to each tooth individually.



The **Toothbrush** mode of the **Makeover** tool works only on color photos.



You can zoom in on the photo for better control of the **Makeover** tool.

You can adjust the amount of whitening by setting or typing a value in the **Strength** control on the Tool Options palette.

To apply a suntan

- 1 On the Tools toolbar, choose the **Makeover** tool .
- 2 On the Tool Options palette, choose the **Suntan**  mode.
- 3 Type or set a value in the **Size** control.
- 4 Carefully drag over the skin you want to tan.

To remove facial wrinkles

- 1 On the Tools toolbar, choose the **Scratch Remover** tool .
- 2 On the Tool Options palette, choose either the square edge  or the beveled edge  selection box.
- 3 Type or set a value in the **Width** control so that the wrinkle fits inside the inner portion of the selection box you drag.
- 4 Position the cursor just outside the wrinkle, and carefully drag over the wrinkle so that the wrinkle is enclosed in the inner rectangle.

The wrinkle is covered by the surrounding skin texture.



If you need to start again, you can undo the correction, adjust the **Width** control, and redrag.

For wrinkle lines that are not straight, correct just one portion at a time.

To smooth skin tone

- 1 Choose **Adjust ▶ Skin Smoothing**.
- 2 In the Skin Smoothing dialog box, adjust the **Amount** slider.

Moving the slider to the right applies more smoothing; moving the slider to the left applies less smoothing.



The **Skin Smoothing** command automatically detects and smooths skin tones without affecting eyes or lips. However, if other areas in your photo are affected because they are similar in color to the skin tone, you can use a selection to isolate the area you want to smooth. For more information about selections, see “Creating selections” on page 59.



The Skin Smoothing command smooths skin tones and diminishes the appearance of wrinkles and blemishes quickly.

Removing scratches

The Scratch Remover tool lets you remove scratches and cracks from images. You can use the tool to enclose the area and erase the scratch. The Scratch Remover tool uses the background image details to create new information for replacing the selected area. If the background is relatively smooth, the result is usually satisfying. Scratches on a textured background may be more effectively removed with the Clone Brush tool. For information about the Clone Brush tool, see “Removing flaws and objects” on page 53.



You can repair individual scratches by using the Scratch Remover tool.

To remove scratches

- 1 On the Layers palette, click the background layer.
- 2 On the Tools toolbar, choose the **Scratch Remover** tool .
- 3 On the Tool Options palette, choose one of the following options to define the shape of the **Scratch Remover** tool:
 - square edge  — corrects scratches that are perpendicular to object edges, in an open area, or of uniform color
 - beveled edge  — corrects scratches that are at an angle to object edges
- 4 Position the cursor just outside the scratch on one end, and drag to set a selection box over the scratch.

The edges of the selection box should surround the area without touching the scratch. Try to leave a small area on either side of the scratch.



If the scratch extends over several different backgrounds, you can try removing it one section at a time.

Removing flaws and objects

You can remove flaws and objects in your images by using the Clone Brush tool or the Object Remover tool. The Clone Brush tool lets you remove flaws and objects by painting over them with another part of the image. The paint source can be a part of the same layer, another layer in the image, a merged image, or a layer from another image.



The Clone Brush tool was used to remove the garbage bag from the photo on the left.

The Object Remover tool lets you remove objects when the surrounding area is fairly uniform in color and texture. This tool is similar to the Clone Brush tool in that it lets you identify the area to remove and then choose a background for covering that area.



The Object Remover tool was used to remove one boat from the water.

To clone a part of an image

- 1 On the Tools toolbar, choose the **Clone Brush** tool .
- 2 On the Tool Options palette, choose the brush tip, size, opacity, and other settings.
If you want to clone data from all layers merged together, mark the **Use all layers** check box. If you want to clone data from the current layer only, unmark the check box.
- 3 On the source image, right-click the center point of the source area.
If the image has more than one layer, click the name of the layer on the Layers palette before you define the source area.
- 4 Drag in the image where you want to paint the cloned area.



You can resize the brush interactively by pressing **Alt** while dragging in the image window.

To remove objects from a photo

- 1 On the Tools toolbar, choose the **Object Remover** tool .
- 2 On the Tool Options palette, choose the **Selection Mode**  button.
- 3 Drag around the object that you want to remove.
- 4 On the Tool Options palette, choose the **Source Mode**  button.
A rectangle is displayed in the image window.
- 5 Position the rectangle over the area that will replace the previous selection.
- 6 Drag the handles on the rectangle to resize it, or drag the rotation handle on the rectangle to rotate it.
It is recommended that you make the rectangle as large as, or slightly larger than, the area you are removing.
- 7 On the Tool Options palette, click the **Apply** button .
- 8 Choose **Selections** ▶ **Select None** to deselect the selection.

You can also

Feather a selection made with the Freehand Selection tool

Before making the selection, adjust the **Feather** control on the Tool Options palette.

Blend edges and use the object's tonal ranges when applying the source material

Choose the **Smart Blending** option on the Tool Options palette.

Erasing image areas

You can use the Eraser tool to erase areas of a layer to transparency. When you use the Eraser tool on a raster layer, all pixels in the tool's path become transparent. A gray-and-white checkerboard pattern indicates transparent areas.

You can use the Background Eraser tool to erase pixels selectively. For example, in a photo of a mountain range, you can erase the sky, or you can isolate an object from the surrounding image area.



You can quickly remove the background from an image by using the Background Eraser tool.

You can adjust the default settings for the Background Eraser tool on the Tool Options palette. For example, you can change the opacity, color tolerance, and sample area settings. For more information, see “Erasing image areas” in the Help.

To erase an image area

- 1 On the Tools toolbar, choose the Eraser tool .
- 2 On the Tool Options palette, choose the brush options.
- 3 Drag in the image to erase.

You can also

Restore erased pixels	Hold down the right mouse button, and drag over the erased area.
Erase a straight line	Click at the beginning of the line, hold down Shift , and click the end of the line. To continue erasing the line, move to the next point, hold down Shift , and click again.



If you erase the background layer, the Eraser tool erases to transparency, and the layer is automatically promoted to a raster layer.

To erase the background area of an image

- 1 On the Layers palette, click the layer that contains the image element that you want to isolate.
- 2 On the Tools toolbar, choose the **Background Eraser** tool .
- 3 On the Tool Options palette, choose the brush options.
For information about setting brush options, see “Choosing brush options” in the Help.
- 4 Drag around the edges of the image area that you want to isolate.
Slow, careful strokes give you the best results. Keep the center of the brush on regions you want to erase, while keeping the edges of the brush on regions you want to preserve.

You can also

Restore erased pixels	Right-click and drag.
-----------------------	-----------------------

You can also

Erase a straight line

Click once at the beginning point, hold down **Shift**, and click the endpoint.



The background layer is automatically promoted to a raster layer when you work on it with the **Background Eraser** tool.

Recoloring image areas for a realistic effect

You can use the Color Changer tool to realistically recolor an object or a region in an image. What sets the Color Changer tool apart from other tools and commands (such as the Flood Fill tool, some of the retouching brushes, or the Colorize, Hue/Saturation/Lightness, or Hue Map commands) is that it takes into account the shading of the specified color. The Color Changer tool detects and analyzes variations in image brightness and applies the recoloring based on that illumination.



One click can change the color of the girl's dress.

The Color Changer tool works best on matte objects such as clothing, carpet, and painted objects that are a solid color. It may not work as

well on shiny or reflective objects and is not designed to work with gradients or patterns.

To recolor with the Color Changer tool

- 1 On the Tools toolbar, choose the **Color Changer** tool . It is grouped with the Flood Fill tool.
- 2 On the Materials palette, click the **Color** button  on the **Style** drop-list, and then choose the solid color you want to use.
If the Materials palette is not displayed, choose **View ▶ Palettes ▶ Materials**.
Note: You can use a color from the current image by choosing the **Dropper** tool , clicking the desired color, and then clicking the **Color Changer** tool to reactivate it.
- 3 Position the **Color Changer** cursor over the color you wish to change, and then click to recolor with the Foreground/Stroke color, or right-click to recolor with the current Background/Fill color.
- 4 To adjust the application of the current color, use the **Tolerance** and **Edge Softness** settings in the Tool Options palette, or adjust the Materials palette setting:
 - **Tolerance** determines how closely the current color needs to match similar colors in order for the recoloring to be applied. Higher settings result in more pixels being recolored.
 - **Edge Softness** determines how pixels bordering the recolored pixels are affected. Higher settings cause more “bleeding” of the recoloring.
 - If desired, change the current color on the Materials palette.
- 5 Click **Apply**.
While using the **Color Changer** tool, you can undo and redo actions such as adjusting colors or adjusting settings on the Tool Options palette.



You can create a selection to isolate the area you want to recolor from other areas of the image. For more information about creating selections, see “Creating selections” on page 59.

Working with selections



Selecting the parts of images to edit is an important step in your workflow. By creating a selection, you can edit an area while leaving the rest of the image unchanged. You can use drawing or painting tools to modify selected areas of your image. You can also apply commands to flip, copy, crop, or perform other actions on the selected areas.

The border of a selection is identified by a selection marquee, which is a series of black and white dashes that outlines the selection.

In this section, you'll learn about

- creating selections
- hiding and displaying the selection marquee
- modifying selections
- inverting and clearing selections

Creating selections

You can create a selection when you want to isolate part of an image. For example, you can use a selection to adjust or retouch one area of a photo, or to copy a portion of a photo and paste it into another photo. The selection method you use depends on whether you are working on a raster layer or a vector layer. For more information about raster and vector layers, see “Understanding layers” in the Help.

The following selection tools can be used to create raster selections:

- **Selection tool**  — lets you create a selection of a specific shape, such as a rectangle, square, ellipse, circle, or star
- **Freehand Selection tool**  — lets you create a selection around the edges of an object, such as petals of a flower or fingers on a hand. You can make four types of selections with the Freehand tool:

Freehand — lets you quickly select an area by dragging

Edge Seeker — finds the edges between two areas with color differences when you click on the edges of irregularly shaped areas

Point to Point — lets you draw straight lines between points to create a selection with straight edges

Smart Edge — automatically finds the edges of irregularly shaped areas when you click along the edges

- **Magic Wand tool**  — makes a selection based on the color, hue, brightness, or opacity of an object. This tool is designed to select an area that has distinctly different pixels than those in other areas of an image, such as a pink rose surrounded by green leaves, or a dark area in an otherwise bright image.



You can create a selection by using a Selection tool shape (left), by creating a freehand selection (center), or by using the Magic Wand tool to select specific areas of color or opacity (right).

You can make a selection with one tool and then switch to another tool to add to or subtract from the selection. For more information, see “Modifying selections” on page 64.

For more information about creating selections, see “Creating selections” in the Help.

To create a selection by using the Selection tool

- 1 On the Tools toolbar, choose the Selection tool .

- 2 Check the settings of the following controls on the Tool Options palette, and modify them if necessary:
 - **Selection Type** — specifies the shape of the selection area
 - **Mode** — specifies whether to replace, add, or remove an existing selection. **Replace** is the default setting.
 - **Feather** — softens the edges of a selection by specifying a fade width (0 to 200 pixels)
 - **Anti-alias** — applies a smooth edge to a selection by making the pixels along its edges semitransparent
- 3 Drag to make the selection.

As you drag, a border indicates the selection. When you finish dragging, the selection's border becomes a selection marquee.



After you create a selection, changes to the settings on the Tool Options palette apply to the next action, not to the current selection. You can modify the options for the current selection by choosing **Selections ▶ Modify** and choosing a command from the menu.

To create a selection by using the Freehand Selection tool

- 1 On the Tools toolbar, choose the **Freehand Selection tool** .
- 2 On the Tool Options palette, choose one of the following from the **Selection Type** drop-list:
 - **Edge Seeker**
 - **Freehand**
 - **Point to Point**
 - **Smart Edge**
- 3 Check the settings of the following controls on the Tool Options palette, and modify them if necessary:
 - **Feather** — softens the edges of a selection by specifying a fade width (0 to 200 pixels)
 - **Smoothing** — specifies the amount of smoothing to apply to the selection border

- **Anti-alias** — applies a smooth edge to a selection by making pixels semitransparent
 - **Use all layers** — searches for an edge in all layers of the selected area. This option is available when you use the Edge Seeker or the Smart Edge selection type on multilayer images.
- 4 Depending on the selection type you chose, perform a task from the following table.

To	Do the following
Make a Freehand selection	Drag to select an image area.
Make an Edge Seeker selection	Click precisely along the edge of the area you want to select, and double-click to complete the selection.
Make a Smart Edge selection	Click along the edge of the area that you want to select, ensuring that the rectangular cursor encloses the edge. Double-click to complete the selection.
Make a Point to Point selection	Click around the area you want to select, and double-click to complete the selection.



When making an Edge Seeker selection, you can set the distance used to search for an edge by typing a value in the **Range** control on the Tool Options palette.

You can increase the accuracy of Edge Seeker and Smart Edge selections by clicking more frequently along the edge you are following.

You can delete a previous point by pressing **Delete**.

To create a selection by using the Magic Wand tool

- 1 On the Tools toolbar, choose the **Magic Wand** tool .
- 2 On the Tool Options palette, choose a **Match mode** option:

- **None** — selects all pixels
 - **RGB Value** — selects pixels that match the red, green, and blue values of the pixel you click
 - **Color** — selects pixels that match the shading variations of the pixel you click
 - **Brightness** — selects pixels that match the perceptual lightness value of the pixel you click
 - **Perceptual** — selects pixels that match the perceptual shading variation and lightness of the pixel you click
 - **Traditional** — selects pixels that match red, green, and blue values, with a bias toward lightness variations. This match mode is therefore more discriminating than the RGB Value match mode.
 - **All Opaque** — selects all pixels that are not completely invisible (that is, having an opacity value of 1 or greater). Choosing this option disables the **Tolerance** control.
 - **Opacity** — selects pixels that match the opacity value of the pixel you click
- 3 Check the settings of the following controls on the Tool Options palette, and modify them if necessary:
- **Tolerance** — controls how closely the selected pixels match the pixel you click in the image. At low settings, only similar pixels are chosen; at high settings, a wider range of pixels is selected.
 - **Feather** — softens the edges of a selection by specifying a fade width (0 to 200 pixels)
 - **Use all layers** — searches for matching pixels across all layers in the image
 - **Contiguous** — selects only pixels that connect to the pixel you click
 - **Anti-alias** — produces a smooth-edged selection by partially filling in pixels along the edge, making them semitransparent. You can use this option inside or outside the selection marquee.
- 4 Click the image area that contains the pixels you want to match. The selection marquee surrounds all matching pixels.

Hiding and displaying the selection marquee

The selection marquee is visible by default. When you work with a selection, it is sometimes helpful to hide the selection marquee temporarily without disabling the selection. For example, you may want to see the results of pasting a selection or of feathering a selection's edges.

To hide or display the selection marquee

- Choose **Selections** ▶ **Hide Marquee**.



When you hide the selection marquee, it does not deselect or clear the selection. The tools and commands you use while the selection marquee is hidden apply only to the selected area.



You can also hide or display the selection marquee by pressing **Ctrl + Shift + M**.

Modifying selections

Selections can be modified in various ways. You can modify a selection by adding image content to it or by subtracting image content from it. For example, in a picture of a person carrying a large sign, you can select the sign by using the rectangular Selection tool and then add the person to the selection by using the Freehand Selection tool.

For information about modifying selections by a specific number of pixels or by color information, see “Modifying selections” in the Help.



After you create a selection, you can add to it.

To add to or subtract from a selection

- 1 On the Tools toolbar, choose a selection tool (Selection , Freehand , or Magic Wand  tool).
- 2 Choose settings for the tool on the Tool Options palette.
- 3 Perform a task from the following table.

To	Do the following
Add to a selection	From the Mode drop-list, choose Add , and select the image areas that you want to add to the selection. The areas do not need to be adjacent.
Subtract from a selection	From the Mode drop-list, choose Remove , and select the image areas that you want to remove from the selection.



You can also add to a selection by holding down **Shift** while clicking the image areas that you want to add, or subtract from a selection by holding down **Ctrl** while clicking the image areas that you want to remove.

Inverting and clearing selections

Sometimes, the easiest way to make a complicated selection is to select the part of the image that you don't want and then invert the selection. For example, in a picture of a person against a solid-color background, you can select the background and then invert the selection, so that the person is selected instead of the background.



By selecting a solid background (left) and inverting the selection, you can isolate a complex, multicolored foreground (right).

You can also clear a selection, which removes the selection marquee and integrates the selection back into the image. After clearing the selection, you can resume your editing of the entire image.

To invert a selection

- Choose **Selections** ▶ **Invert**.

The selection marquee now encloses the previously unselected image area and excludes the previously selected image area.

To clear a selection

- Choose **Selections** ▶ **Select None**.



You can also clear a selection by right-clicking in the image outside the selection marquee or by pressing **Ctrl + D**.

Working with layers



When you work with layers in Corel Paint Shop Pro Photo, you can add elements to your images, create artistic effects and illustrations, and edit your images more easily. You can add or delete layers, rearrange the order in which they are stacked, and blend their pixels in various ways. Unless you merge the layers, you can edit each one independently of the others.

For more information about layers, see “Working with layers” in the Help.

In this section, you’ll learn about

- understanding layers
- using layers with photos
- using the Layers palette
- creating layers
- renaming layers
- viewing layers
- changing the order of layers in an image
- moving layers on the canvas

Understanding layers

When you create or import an image in Corel Paint Shop Pro Photo, the image has a single layer. Depending on the type of image you create or import, the single layer is labeled as Background, Raster, Vector, or Art Media. When you open a photo, scan, or screen capture, the single layer is labeled as Background on the Layers palette.

For most simple corrections and retouching, you do not have to add layers to an image. However, it is a good practice to duplicate the single

layer before making image corrections, so that you preserve the original image on its own layer. If you intend to do more complex work — such as adding elements to the image, creating photo compositions, adding text, or applying other effects — the use of layers is highly recommended.



Layers are like separate sheets that you combine to create a final composition.

Each layer you add begins as a transparent sheet over the background. As you add brush strokes, vector objects, or text, you cover up parts of the Background layer. Transparent areas allow you to see the underlying layers. You can stack multiple layers to create artistic compositions, photo collages, or complex illustrations. For more information about different types of layers, see “Understanding layers” in the Help.

Using layers with photos

When you open a digital photo or scanned image, the image appears on the background layer. For most photographic enhancements, such as cropping, correcting colors, or retouching, you do not need to add additional layers. By adding layers as you work, however, you can create interesting effects and make corrections more easily. The following table provides examples.

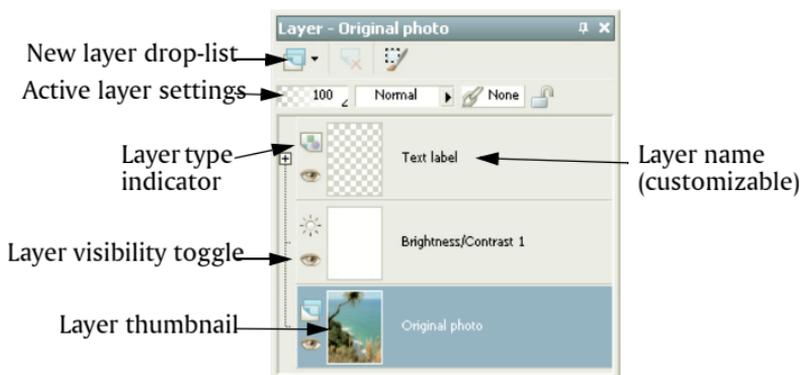
To	Do the following
Preserve the original image before making changes	Make a duplicate of the background layer by choosing Layers ▶ Duplicate . To work on the duplicate layer, make it the active layer by clicking it on the Layers palette.
Make color and tonal corrections	Use adjustment layers instead of changing the image directly. For more information about using adjustment layers, see “Using adjustment layers” in the Help.
Add text or graphics	Create text and graphics, such as lines and shapes, on vector layers to make them easier to edit. For more information about adding text, see “Working with text” on page 95.
Create interesting effects	Duplicate the background layer, apply an effect to the duplicate, and then blend the two layers by changing the opacity or blend modes of the layers.
Create a painting	Choose an Art Media tool from the Tools toolbar and mark the Trace check box on the Tool Options palette (an Art Media layer is created automatically). Use the Art Media brushes to create impressionistic effects. For more information about the Art Media brushes, see “Working with Art Media tools” in the Help.

To	Do the following
Combine photos to create a photo collage	<p>Open the photos that you want to combine and decide which image to use as your base image. Copy the other images into the base image by clicking an image, choosing Edit ▶ Copy, clicking the base image, and choosing Edit ▶ Paste As New Layer. Position each layer with the Move tool .</p> <p>Use the opacity setting and blend mode to control how much of each layer shows through. Use a mask layer to hide parts of a layer or to create soft edges around it.</p>
Create a panoramic photo	<p>Take a series of photos with overlapping subject matter.</p> <p>Create an image with a canvas large enough to display a panorama, and then copy each photo onto a separate layer. Decrease the opacity of one layer so that you can see through it, and use the Move tool to match up the edges of the next layer. After all layers have been positioned, return their settings to 100 percent opacity.</p>

Using the Layers palette

The Layers palette lists all layers in an image. The order of layers on the palette is the order of layers in the image. The top layer is listed first, and the bottom layer is listed last. You can change the stacking order of layers on the Layers palette, depending on the layer types. For information about layer types, see “Understanding layers” in the Help.

By default, a thumbnail view of the layer’s contents appears to the left of the layer name. You can set the size of the thumbnail or turn the thumbnail off. By default, the settings of the active layer appear above the topmost thumbnail preview, but you can modify the appearance of these settings.



The Layers palette

The Layers palette displays the names of layers and layer groups. You can customize the names of layers in the palette (see examples in the illustration above). It also indicates the types of layers (background, raster, vector, Art Media, mask, adjustment, group, selection, or floating selection) and lets you toggle the layer visibility on or off.

The Layers palette toolbar includes a drop-list for command tasks, such as adding a new raster or vector layer.

Below the Layers palette toolbar are settings that let you change the opacity and blend mode of layers, link layers, or lock their transparency.

If an image has more than one layer, you must select the layer that you want to work on. Changes to the image affect only the selected layer (also called the active layer). You can select only one layer at a time.

To display or hide the Layers palette

- Choose **View** ▶ **Palettes** ▶ **Layers**.

This command toggles the display of the Layers palette on and off.

To select a layer

- On the Layers palette, click the name of a layer.

Creating layers

You can create a layer from the Layers palette. When you create a layer, you can specify properties such as the layer type, opacity, or blend mode. These properties can be modified as you work with the layer. You can also create layers from selections, vector objects, or other images. For more information, see “Creating layers” in the Help.

Layers are created automatically when you use the Text tool, Art Media tools, or vector drawing tools, such the Pen tool or the Preset Shape tool.

To create a layer from the Layers palette

- 1 On the Layers palette, click the layer above which you want create a layer.
- 2 From the drop-list on the toolbar of the Layers palette, choose a layer type.
- 3 Adjust the available controls for the layer properties.
- 4 Click **OK**.

The new layer is added above the active layer. It is named with the layer type and a number, such as “Vector 1.”

Renaming layers

As you add layers to an image, you may find it convenient to rename them so that they are easy to identify on the Layers palette.

To rename a layer

- 1 On the Layers palette, click the layer you want to rename, pause a moment, and re-click.

The name appears highlighted in a box.

- 2 Type the new name in the box, and press **Enter**.

Viewing layers

You can make layers, layer groups, or vector objects visible or invisible in the image. The invisible layers remain in the image but are hidden from view. You can also invert visible and hidden layers.

To display or hide a layer

- Click the **Visibility Toggle** button for the layer that you want to display or hide.

 — Visibility Toggle button when the layer is displayed

 — Visibility Toggle button when the layer is hidden



Hiding a layer group hides all layers within that group.



To show one layer only, right-click the layer, and choose **View ▶ Current Only**.

Changing the order of layers in an image

The order of layers within an image is critical to the appearance of the image. To rearrange layers in the image, you can easily change the stacking order of layers on the Layers palette. If a layer or a layer group has components, such as vector objects or grouped layers, all of the components move with the layer or layer group when its position in the stacking order is changed. You can move vector objects within their vector group, as well as from one vector layer to another.

To move a layer or layer group

- On the Layers palette, select the layer or layer group, and drag it to a new position in the stack.

A black line shows the layer's position as you drag.



When you drag a layer, the cursor changes to a hand. A cursor displaying a null symbol  indicates that the selected item cannot be moved to a particular position.



You can also move a layer or layer group by choosing **Layers ▶ Arrange** and then choosing an option.

To move a vector object between layers

- 1 On the Layers palette, select the vector object.
If you want to select multiple vector objects, hold down **Shift** while clicking additional objects.
- 2 Drag the selected object to another vector layer, or to a new position within the same layer group.
A black line shows the layer's position as you drag.

Moving layers on the canvas

You can move the contents of an entire layer anywhere within the image canvas. If you move part of a layer off the canvas, the layer is not cropped — you can move it back to the canvas or increase the canvas size to display the hidden area. For more information about resizing the canvas, see “Resizing the canvas” in the Help.

To move a layer on the canvas

- 1 On the Layers palette, select the layer that you want to move.
- 2 On the Tools toolbar, click the **Move** tool .
- 3 Drag in the image to move the layer to a new position.



You can also select and move layers with the **Pick** tool .

Working with colors and materials



Whether you are applying color to an image or adjusting photographic colors, it's important to understand how Corel Paint Shop Pro Photo works with color. This section describes how to choose colors and materials that you can use in your images for painting, drawing, and filling.

In this section, you'll learn about

- using the Materials palette
- choosing colors by using the Color Picker
- choosing colors from an image or the desktop

Using the Materials palette

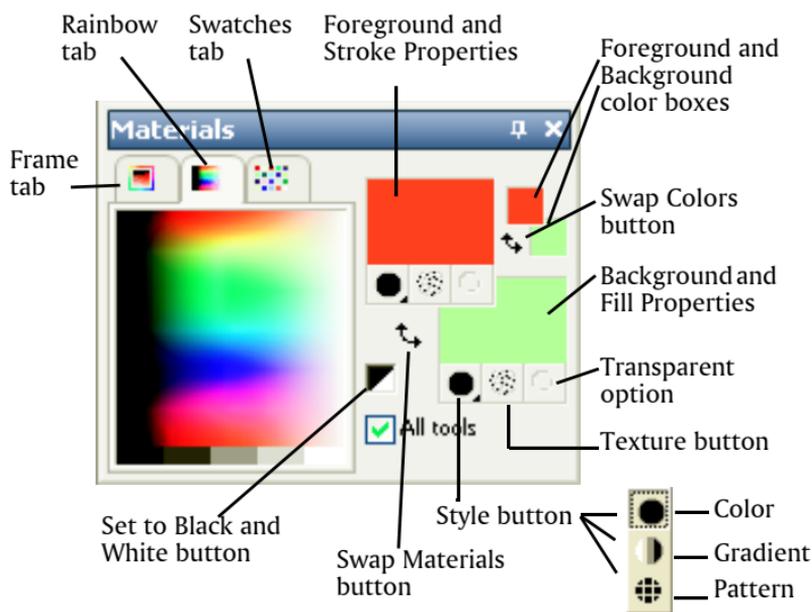
Corel Paint Shop Pro Photo lets you paint, draw, and fill with a variety of styles and materials.

- A style is a color, gradient, or pattern.
- A material is the style plus an optional texture.

Both styles and materials can be selected from the Materials palette.

You can display the Materials palette at any time. You can leave it open while you work, or you can display it only when you need it.

You can also reverse the foreground and background colors or materials.



The Materials palette

Main components of the Materials palette

- **Frame tab** — displays an outer Hue rectangle and an inner Saturation rectangle, as well as a strip containing white, three shades of gray, and black. You can drag the vertical slider to adjust lightness, and drag the horizontal slider to adjust saturation.
- **Rainbow tab** — displays the Available Colors panel, where you can click to select a color. At the bottom of the tab you can click to select white, black, or three shades of gray.
- **Swatches tab** — displays swatches, which are materials you can save to use again. For more information about swatches, see “Working with swatches” in the Help.
- **Foreground and Stroke** and **Background and Fill Properties** boxes — display the current foreground and background materials, which consist of the style (color, gradient, or pattern) and optional

texture. You can click either box to display the Material Properties dialog box, in which you can set material options.

- **Foreground and Background Color** boxes — display the current foreground and background color and let you set colors regardless of current material
- **Style** button  — shows which style is currently selected: color , gradient , or pattern . To change between the most recently selected color, gradient, and pattern, you can click the Style button and select a new style from the drop-list.
- **Texture** button  — turns the current texture on or off
- **Set to Black and White** button  — sets the foreground to black and the background to white. This is helpful when you use the Edit Selection command.
- **Transparent** button  — specifies whether the foreground or background material is transparent (in other words, has no style or texture). You use a transparent material primarily with vector objects and text. A transparent foreground has no outline (only the objects or letters are filled), and a transparent background has no fill (only the objects or letters are outlined). This button is unavailable for tools that require a foreground or background material.
- **All tools** check box — specifies whether the selected foreground and background materials apply to all tools. If the check box is unmarked, the selected materials apply only to the active tool.

To display or hide the Materials palette

- Choose View ▶ Palettes ▶ Materials.



You can also close the palette by clicking the Close button  in the palette's title bar.

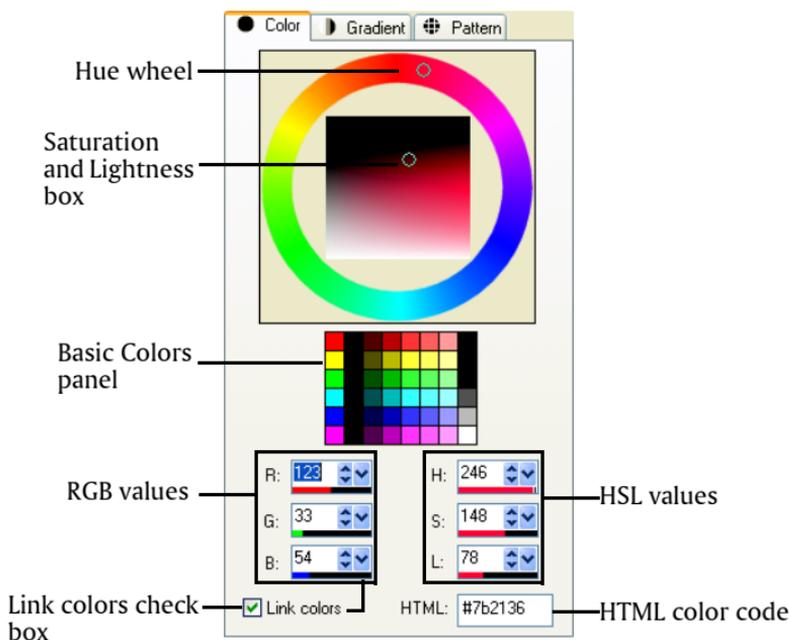
To swap the foreground and background colors or materials

- From the Materials palette, click the Swap Colors button  or click the Swap Materials button .

Choosing colors by using the Color Picker

When you edit images in Corel Paint Shop Pro Photo, you often need to choose a color before painting, drawing, or filling, making manual color corrections, or choosing a background for a new raster image. The Color Picker is the most versatile tool for choosing colors.

The Color Picker appears when you click the Foreground/Stroke Properties box, the Background/Fill Properties box, or one of the two smaller Color boxes. It also appears when you click a Color box found in other dialog boxes.



The Color Picker

The appearance of the Color Picker depends on the color depth of the active image (16 bits/channel, 8 bits/channel, 256 colors, 16 colors, or 2 colors).

The Color Picker offers many ways to select colors:

- The Color (hue) wheel and Saturation and Lightness box let you select and preview a color.
- The Basic Colors panel displays commonly used colors.
- RGB or HSL values let you choose a color based on its red, green, and blue values or its hue, saturation, and lightness values.
- HTML color code lets you enter HTML color values.

To choose a color by using the Color Picker

- 1 On the Materials palette, do one of the following:
 - To choose a foreground color, click the **Foreground and Stroke Properties** box or the **Foreground Color** box.
 - To choose a background color, click the **Background and Fill Properties** box or the **Background Color** box.

The Material Properties dialog box or the Color dialog box appears.

If the Materials Property dialog box appears, click the **Color** tab.

- 2 Click or drag the hue wheel to select the approximate color.
- 3 Click or drag inside the Saturation/Lightness box to set saturation and lightness for the color you have selected.

Move from left to right to adjust the saturation; move from top to bottom to adjust the lightness.

You can also

Choose a basic color by clicking a color swatch	Click a color swatch in the Basic Colors panel that appears under the color wheel.
Choose a color by specifying its Red, Green, and Blue (RGB) values	Type values in the R , G , and B boxes.
Choose a color by specifying its Hue, Saturation, and Lightness (HSL) values	Type values in the H , S , and L boxes.
Specify a color by using its HTML code	Type an HTML color code in the HTML box.



You can also choose a color directly on the Frames tab or the Rainbow tab of the Materials palette. The Frames tab contains a more compact, rectangular version of the color wheel and its controls. The Rainbow tab presents every available color. Click to choose the foreground color, or right-click to choose the background color.

Choosing colors from an image or the desktop

You can choose a foreground or background color from any open image, or from any color within Corel Paint Shop Pro Photo (such as a color on a toolbar). This feature is useful when you want to use the color of a specific icon, or when you want to match the Windows desktop colors. If you have Windows 2000 or a later version of Windows, you can choose a color from other applications (such as a color displayed in a word processor). For information about choosing a color from the desktop, see “To choose a color from the desktop” in the Help.

To choose a color from the active image

- 1 On the Tools toolbar, choose the **Dropper** tool .
- 2 On the Tool Options palette, set the desired options:
 - **Sample Size** drop-list — choose the desired pixel area for sampling
 - **Use all layers** check box — mark this check box to sample from all image layers
- 3 Click a color in the image to make it the foreground color, or right-click to make it the background color.



You can also choose a color from the image while using brush tools, such as the Paint Brush or the Eraser tool, by holding down **Ctrl** and clicking in the image to choose a foreground color or right-clicking to choose a background color.

Applying effects



Corel Paint Shop Pro Photo has many special effects that you can apply to your images, including 3D, artistic, illumination, reflection, and photographic effects. You can also add frames to your images, paint with images, or warp image areas to create unique effects.

For a complete list of the special effects in Corel Paint Shop Pro Photo, see “Applying effects” in the Help.

In this section, you’ll learn about

- choosing effects
- applying Photo Effects
- creating vintage-style photos with the Time Machine
- applying film and filter effects to photos
- adding picture frames to images
- using the Picture Tube tool
- warping images

Choosing effects

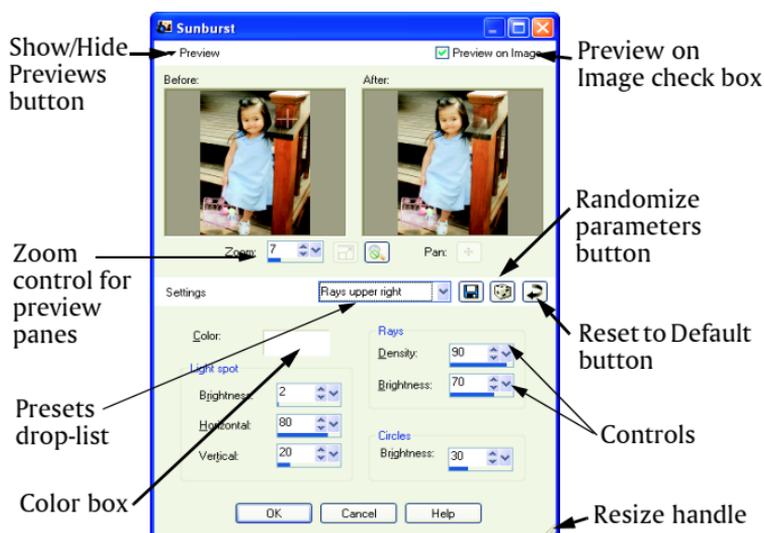
You can choose effects by using the Effects menus or the Effect Browser.

You can customize most effects by adjusting their settings in dialog boxes. The dialog boxes for applying effects contain several common features:

- The Before pane shows the original image, and the After pane lets you preview the image with the current settings applied.
- The Presets drop-list is set by default to Last Used. Presets let you apply the same settings to multiple images.

To save and load your own preset effects, see “Using and creating Presets” in the Help.

For general information about using common features found in dialog boxes, see “Using dialog boxes” in the Help.

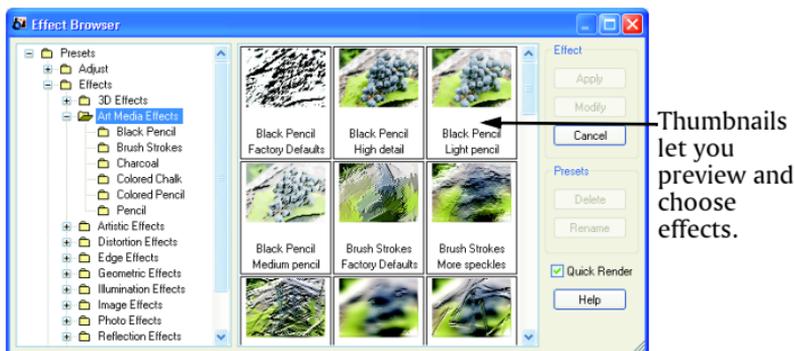


An example of a dialog box for an effect. Note that the preset has been changed from the default preset of Last Used.

Using the Effect Browser

You can use the Effect Browser when you want to preview multiple effects before applying them to your image. The Effect Browser displays the presets that come with Corel Paint Shop Pro Photo as well as any that you create.

To display the thumbnail previews that you see in the Effect Browser, Corel Paint Shop Pro Photo applies an effect's default preset and any presets that you saved to the image. The preset is saved as a script in the file format for Corel Paint Shop Pro Photo (PspScript).



The Effect Browser

To choose an effect from the Effects menu

- 1 From the **Effects** menu, choose an effect category, and choose an effect. (For example, choose **Effects** ▶ **Distortion Effects** ▶ **Twirl**.)
For most effects, a dialog box appears.
- 2 Specify the desired settings, or choose a preset from the **Presets** drop-list.
You can preview the effect in the After pane.
Note: Presets are not available for all effects.
- 3 Click **OK**.

To choose an effect from the Effect Browser

- 1 Choose **Effects** ▶ **Effect Browser**.
The Effect Browser appears.
- 2 From the hierarchical list in the left pane, do one of the following:
 - To preview all effects applied to the image, click the **Presets** folder.
 - To preview an effect category, click a subfolder of the **Effects** folder (for example, **3D Effects**, **Artistic Effects**, or **Photo Effects**).
 Corel Paint Shop Pro Photo scans the selected folder and creates thumbnails of the image with each effect preset applied to it.

- 3 Click a thumbnail image to choose an effect preset.
- 4 Click **Apply**.

Applying Photo Effects

You can apply different Photo Effects to your images to simulate some traditional photo techniques and processes.

Black and White Film

You can simulate taking a photo with black-and-white film. You can also modify the effect by choosing from a variety of color filters that change the contrast in the black-and-white image.

Infrared Film

You can simulate the look created when you take a photo with black-and-white infrared film and an infrared pass lens filter on the camera. To enhance the effect, you can adjust settings for film grain and flare.



Original photo (left) and the same photo with the Infrared Film effect applied (right)

Sepia Toning

You can simulate the look created when you take a photo with sepia film. Sepia-toned images are similar to black-and-white photos (also known as grayscale photos), except the tones are brown instead of gray.

Time Machine

The Time Machine lets you recreate some popular photographic styles from the past. It lets you choose from seven styles, which range from the year 1839 to the 1980s. For information about the Time Machine, see “Creating vintage-style photos with the Time Machine” on page 86.

Film and Filters

Corel Paint Shop Pro Photo lets you experiment with effects that are inspired by different types of camera film and filters. For information about applying film and filter effects, see “Applying film and filter effects to photos” on page 87.

To apply the Black and White Film effect

- 1 Choose **Effects** ▶ **Photo Effects** ▶ **Black and White Film**.

The Black and White Film dialog box appears.

- 2 From the **Filter Color** drop-list, choose a filter color.

This step simulates shooting the photo with a colored filter applied to the camera lens. Choose **None** to simulate shooting the photo without a filter.

- 3 Type or set a value in the **Strength** control to determine the saturation of the filter color.

The Strength control is unavailable if you choose **None** from the **Filter Color** drop-list.

- 4 Click **OK**.

To apply the Infrared Film effect

- 1 Choose **Effects** ▶ **Photo Effects** ▶ **Infrared Film**.

The Infrared Film dialog box appears.

- 2 Type or set a value in the **Strength** control to determine the overall strength of the Infrared effect.

Higher settings make greens appear brighter and blues appear darker. Setting the value to 0 creates a grayscale image.

- 3 Type or set a value in the **Flare** control to apply a halo effect to lighter areas in the photo.

Higher settings intensify the halation effect, producing soft edges throughout the photo. Lower settings minimize the halation effect.

- 4 Type or set a value greater than 0 in the **Grain** control to add a more realistic infrared graininess to the photo.
- 5 Click **OK**.

To apply the Sepia Toning effect

- 1 Choose **Effects** ▶ **Photo Effects** ▶ **Sepia Toning**.

The Sepia Toning dialog box appears.

- 2 Type or set a value in the **Amount to age** control to determine the strength of the effect.

Higher settings increase the effect by increasing the amount of brown in the image.

Creating vintage-style photos with the Time Machine

The Time Machine lets you recreate some vintage photographic styles. It lets you choose from seven styles, which range from the year 1839 to the 1980s.

The Time Machine dialog box includes thumbnails that let you preview each effect on your photo. It also contains an information box that gives you a brief description of the effect.



The photo on the left is the original photo, and the photo on the right has the Time Machine's Daguerreotype style applied to it.

You can adjust each effect by using the Intensity slider in the Time Machine dialog box. The Intensity slider changes the appearance of the effect in different ways, depending on the effect you choose. For example, the Intensity slider may adjust the color, brightness, or contrast.

You can also apply edges to your photos that simulate the look of the edge of the paper on vintage-style photos.

For more information about Time Machine styles, settings, and frames, see “Creating vintage-style photos in the Time Machine” in the Help.

To create vintage-style photos with the Time Machine

- 1 Choose **Effects** ▶ **Photo Effects** ▶ **Time Machine**.
- 2 Click one of the thumbnails above the timeline to choose an effect.
- 3 Move the **Intensity** slider to adjust the appearance of the effect.



You can add or remove edge effects for photos. Unmark the **Photo Edges** check box to remove the edges, or mark the check box to apply the edges.

Applying film and filter effects to photos

Whether you are a novice or an experienced photographer, you can experiment in Corel Paint Shop Pro Photo with effects that are inspired by different types of camera film and filters. You can choose from a list of preset film effects, called Film Looks, or you can choose from a list of preset filter effects, called Creative Filters. You can also combine a film effect with a filter effect to create a unique style.

Film Looks

Film Looks are inspired by the effects achieved when you use different types of film in a traditional camera. Film Looks are described by the type of effect they achieve, rather than a film name, which makes them easier to identify. You can experiment with them even if you've never worked with different types of film. Unlike the Creative Filters, which apply a color to the entire photo, Film Looks can change what is

emphasized in a photo by making some colors more dramatic or more subtle. Some Film Looks also change the contrast or softness of photos.



Creative Filters

Creative Filters simulate the effect achieved when you use color filters on the lens of your camera. Although the color is applied across the entire photo, Corel Paint Shop Pro Photo maintains the luminance of the image, to achieve a color toning effect. You can use a preset color or choose a custom color.

For information about individual Film Look and Creative Filter presets, see “Applying film and filter effects to photos” in the Help.

To apply film and filter effects to a photo

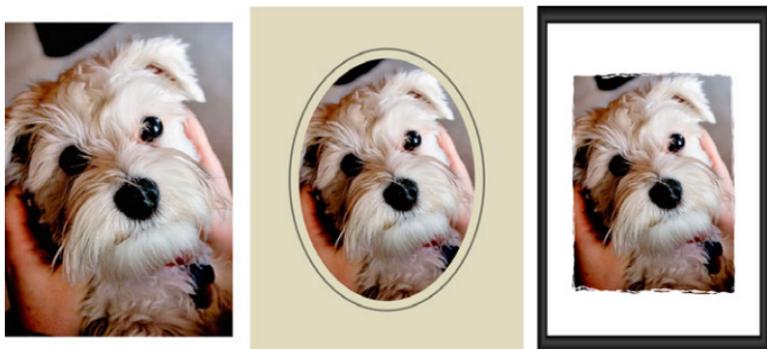
- 1 Choose **Effects** ▶ **Photo Effects** ▶ **Film and Filters**.
- 2 In the Film and Filters dialog box, perform one or more tasks from the following table, and click **OK**.

To	Do the following
Apply a film look	Choose a style from the Film looks drop-list.
Apply a filter	Choose a filter from the Creative filters drop-list.
Choose a custom filter color	Click the Filter color swatch, and choose a color from the Color dialog box.
Change the amount of color applied by a filter	Type a value in the Density box. Higher numbers increase the amount of color; lower numbers decrease the amount of color.

Adding picture frames to images

You can add picture frames to your images to provide an eye-catching final touch. You can choose square or oval frames, modern or classic frames, mats or photo edges, or a variety of other styles.

The frame is applied on a separate layer, which allows you to edit it like any other layer.



You can add a frame around your image.

To add a picture frame to an image

- 1 Choose **Image** ▶ **Picture Frame**.

The Picture Frame dialog box appears.

- 2 In the **Picture Frame** group box, choose a frame from the drop-list.
- 3 In the **Orientation** group box, choose one of the following options:
 - **Frame canvas** — sizes the frame to the canvas. The frame layer is named “Picture Frame” on the Layers palette. Successive frames reside on layers named “Picture Frame 1,” “Picture Frame 2,” and so on.
 - **Frame current layer** — sizes the frame to the current layer (which may have a different size than the canvas). For example, if you are creating a collage of photos for a scrapbook and each photo is on a separate layer, you can frame each photo by choosing this option. The frame layer is named after the original layer with the words “Picture Frame” appended to the name.

- 4 Choose one of the following options:
 - **Frame inside of the image** — resizes the frame to fit within the image canvas
 - **Frame outside of the image** — increases the canvas size to accommodate the frame. The added canvas uses the current background color if the frame is applied to the Background layer. If the frame is applied to any other layer, the extra canvas is transparent.
- 5 Mark any of the following check boxes:
 - **Flip frame** — reverses the frame along its horizontal axis
 - **Mirror frame** — reverses the frame along its vertical axis
 - **Rotate frame right** — lets you rotate the frame clockwise when the image is taller than it is wide
- 6 Click **OK**.

Using the Picture Tube tool

You can use the Picture Tube tool to paint with a collection of objects. For example, you can add butterflies and beetles to a picnic setting or frame a picture with flowers. You can use one of the picture tubes included with Corel Paint Shop Pro Photo or create your own.



The Picture Tube tool lets you apply various preset images to your photos to create unique effects.

Picture tubes are PspTube files. Each picture tube file is made up of a series of images arranged in rows and columns, called cells. Many

picture tubes create discrete images (such as zoo animals), and others create the effect of a continuous image (such as grass).



Each picture tube file contains a series of images.

To make picture tube elements easier to edit, it is helpful to paint them on a separate layer.

For more information about editing existing picture tubes or creating your own picture tubes, see “Using the Picture Tube tool” in the Help.

To paint with a picture tube

- 1 On the Tools toolbar, choose the **Picture Tube** tool .
- 2 On the Tool Options palette, select a picture tube from the **Picture Tube** drop-list.

Note: Most picture tube previews show the first image rather than all images in the picture tube. To view all images, select the desired picture tube and then paint with it, or open the **.PspTube** file in Corel Paint Shop Pro Photo.

- 3 If necessary, adjust the following:
 - **Scale** — determines the percentage (10% to 250%) for reducing or enlarging each image in the picture tube and scaling the step
 - **Step** — determines the distance in pixels (1 to 500) between the centers of each picture tube cell that you paint
 - **Placement mode** — determines how the images are placed. Choose **Continuous** to space the images evenly by step size, or choose **Random** to randomly space the images, with intervals ranging from 1 pixel to the step size.

- **Selection mode** — determines how Corel Paint Shop Pro Photo selects images to paint from the cells within the picture tube. **Random** selects images randomly; **Incremental** selects images one by one from top left to bottom right; **Angular** selects images based on the direction you drag; **Pressure** selects images based on the pressure you apply on a pressure-sensitive tablet; and **Velocity** selects images based on the speed with which you drag.

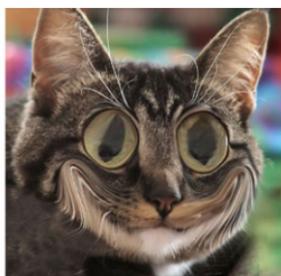
4 In the image window, click to paint with one picture tube image, or drag to paint with multiple picture tube images.



You can make further changes to the behavior of the current picture tube by clicking the **Settings** button  on the Tool Options palette and adjusting settings in the Picture Tube Settings dialog box.

Warping images

You can distort image areas by using the warp brushes on image pixels to produce a warping effect. You can twirl areas of images, contract or expand parts of images, and create many interesting effects. The effect of the Warp Brush is often time-dependent, which means that the longer you hold the brush over an area, the more the brush produces the effect.



The Warp Brush tool can be used to create caricatures.

You can also warp images by using a grid. When you use the Mesh Warp tool, a grid or mesh is placed on the image. The grid intersections have mesh points, or nodes, that you drag to create deformations. For more

information about warping by using a grid, see “To warp images using a grid” in the Help.

To warp image areas by using a brush

- 1 On the Tools toolbar, choose the **Warp Brush** tool .
- 2 On the Tool Options palette, choose the type of warp in the **Warp Modes** group box:
 - **Push**  — pushes pixels in the direction of the stroke for an effect similar to smearing paint. This warp mode is time-independent.
 - **Expand**  — pushes pixels away from the center of the brush
 - **Contract**  — pulls pixels into the center of the brush
 - **Right Twirl**  — rotates pixels clockwise around the center of the brush
 - **Left Twirl**  — rotates pixels counterclockwise around the center of the brush
 - **Noise**  — causes random movements of pixels under the brush
 - **Iron Out**  — removes unapplied warps. This warp mode is time-independent.
 - **Unwarp**  — removes unapplied warps
- 3 Specify the brush options, such as size and hardness.
For more information about setting brush options, see “Choosing brush options” in the Help.
- 4 Type or set a value in the **Strength** control to determine the strength of the warping effect.
Full strength is 100%; minimum strength is 1%.
- 5 Choose settings for the **Edge mode**, **Draft quality**, and **Final apply** controls.
- 6 Drag in the image.

Working with text



Corel Paint Shop Pro Photo lets you add text to images and create interesting text effects.

In this section, you'll learn about

- applying text
- formatting text

Applying text

Corel Paint Shop Pro Photo lets you apply different types of text to your images. You can apply vector text, raster text, and text as a selection. The type of text you apply depends on the effect you want to create.

Vector text, which is used in most instances, is the most versatile type of text because you can edit the text characters at any time. For example, you can change the words, font type, style, and alignment. Unlike raster text, vector text retains its crisp, sharp edges when you resize it.



You can add text to your photos.

When you use raster-only tools, such as the Mesh Warp tool, or apply raster-only commands, such as an effect, the vector text is converted to a raster layer, and it can no longer be edited as text.

For more information about raster and selection-based text, see “Applying text” in the Help.

Text formatting options

When you create text, you can specify formatting options such as font, font size, and alignment, as well as character and line spacing. For more information about text formatting options see “Formatting text” on page 97.

You can delete vector, raster, or selection-based text at any time.

To create text

- 1 On the Tools toolbar, choose the **Text** tool .
- 2 On the Materials palette, click the **Foreground and Stroke Properties** box, and choose a color for the text outline.
If the Materials palette is not displayed, choose **View ▶ Palettes ▶ Materials**.
If you want to create text with no outline, click the **Transparent** button  below the Foreground and Stroke Properties box.
- 3 On the Materials palette, click the **Background and Stroke Properties** box, and choose a color for the text fill.
If you want to create hollow text, click the **Transparent** button  below the Background and Fill Properties box.
- 4 On the Tool Options palette, choose one of the following text types from the **Create As** drop-list:
 - **Vector** — creates fully editable text that resides on a vector layer. This text type is the default and is used in most instances.
 - **Selection** — creates a selection marquee in the shape of the text characters. The marquee is filled with the underlying layer.
 - **Floating** — creates raster text as a floating selection. The selection can be moved, but the text characters cannot be edited.
- 5 On the Tool Options palette, choose a font, font size, units, and font style.

Note: The Units drop-list offers two options — Points (for print output) and Pixels (for Web output).

- 6 In the image window, click where you want to apply the text, type the text in the Text Entry dialog box, and click **Apply**.



For information about using the Materials palette to choose colors for the text outline and fill, see “Using the Materials palette” on page 75.

To delete text

- 1 On the Tools toolbar, choose the **Pick** tool .
- 2 Point to the text, and when the pointer icon changes, click to select the text.

A bounding box surrounds the text.

- 3 Press **Delete**.



You can delete a character or words in a vector text block by clicking the text block with the **Text** tool , deleting the characters or words in the Text Entry dialog box, and clicking **Apply**.

Formatting text

The text formatting options in Corel Paint Shop Pro Photo let you control the appearance of text. You can set these options when you create vector, raster, or selection text. If you create vector text, you can reformat the text at any time by changing your text formatting settings. You cannot change the characters or formatting of raster text. You can modify raster text only by using the Pick tool.

You can use the following text options to format your text:

- **Font, Size, Units, and Font Style** — let you choose a typeface, type size, units based on intended output (print or Web), and type style (bold, italic, underline, or strikethrough)

- **Alignment** — lets you center multiple lines of text or align them on a left or right margin
- **Direction** — lets you set the horizontal or vertical direction of the text
- **Kerning** — lets you change the space between characters
- **Leading** — lets you change the line spacing
- **Tracking** — lets you set equal spacing between characters
- **Anti-alias** — lets you smooth the edges of text characters

For more information about kerning, leading, and tracking, see “Formatting text” in the Help.

You can also change the color of vector text. For information about using the Materials palette to choose colors for the text outline and fill, see “Using the Materials palette” on page 75.

How can you identify vector text?

Vector text, like other vector objects, can be identified by the vector icon  that appears next to the text in the Layers palette.

To change font attributes

- 1 On the Tools toolbar, choose the **Text** tool .
- 2 Click the text.
The Text Entry dialog box appears.
- 3 On the Tool Options palette, perform a task from the following table, and click **Apply** in the Text Entry dialog box.

To	Do the following
Change the font	Choose an option from the Font drop-list.
Change the font size	Choose an option from the Size drop-list.

To	Do the following
Change the units of measurement for the font	From the Units drop-list, choose Points for print output or Pixels for Web output.
Apply bold formatting to text	Click the Bold button B .
Apply italic formatting to text	Click the Italic button I .
Underline the text	Click the Underline button U .
Apply a line through text	Click the Strikethrough button  .

To change text alignment

- 1 On the Tools toolbar, choose the **Text** tool .
- 2 Click the text.
- 3 In the Text Entry dialog box, select the characters that you want to edit.
- 4 On the Tool Options palette, choose one of the following buttons:
 -  — aligns the left edge of each text line to the initial cursor position
 -  — centers each text line on the initial cursor position
 -  — aligns the right edge of each text line to the initial cursor position
- 5 In the Text Entry dialog box, click **Apply**.

To set text direction

- 1 On the Tools toolbar, choose the **Text** tool .
- 2 Click the text.
The Text Entry dialog box appears.
- 3 On the Tool Options palette, choose one of the following options from the **Direction** drop-list:
 - **Horizontal and Down**  — positions text horizontally, with subsequent lines below the top line

- **Vertical and Left**  — positions each character vertically, with subsequent lines to the left of the top line
 - **Vertical and Right**  — positions each character vertically, with subsequent lines to the right of the top line
- 4 In the Text Entry dialog box, click **Apply**.

To smooth jagged edges in text

- 1 On the Tools toolbar, choose the **Text** tool .
- 2 Click the text.
The Text Entry dialog box appears.
- 3 On the Tool Options palette, choose an option from the **Anti-alias** drop-list:
 - **Off** — applies no anti-aliasing (edges appear jagged)
 - **Sharp** — applies a slight degree of edge smoothing
 - **Smooth** — applies a stronger degree of edge smoothing
- 4 In the Text Entry dialog box, click **Apply**.

Printing



Corel Paint Shop Pro Photo provides extensive options for printing your work.

In this section, you'll learn about

- printing images
- creating layouts

Printing images

Corel Paint Shop Pro Photo offers many ways to print images. You can print from the Organizer, use a template, or use a custom layout to meet specific size requirements.



You can print contact sheets (left), print to standard photo sizes (center), or create custom print layouts (right).

You can print your images directly from the Organizer. For example, you can print a contact sheet from the Organizer. For information about using the Organizer, see “Finding, organizing, and reviewing images” in the Help.

Templates help you simplify image placement and sizing. You can use templates to lay out and print images in standard sizes, including 4 × 6 inches, 5 × 7 inches, and 10 × 15 centimeters. You can use a Corel Paint Shop Pro Photo template, or you can create your own custom template from a page layout that you create.

Creating your own layouts gives you the flexibility to print images to any size and lets you create a custom page for projects such as scrapbooks. For more information about creating layouts, see “Creating layouts” on page 105.

For information about preparing images for professional output, see “Printing images” in the Help.

To print the active image

- 1 Choose **File** ▶ **Print**.
- 2 In the **Printer** group box, click **Printer**.
The Print dialog box appears.
- 3 Choose a printer from the **Name** drop-list, and click **OK**.
- 4 Click the **Placement** tab, and type or set a value in the **Number of copies** control.
- 5 In the **Orientation** group box, choose one of the following options:
 - **Portrait**
 - **Landscape**
- 6 In the **Size and Position** group box, set any of the following controls:
 - **Width and Height** — lets you specify width and height values to set the image size
 - **Scale** — lets you resize the image by entering a percentage
 - **Fit to page** — fits the image to the printed page
 - **Center on page** — centers the image on the printed page
 - **Upper left of page** — positions the image in the upper-left corner of the printed page
 - **Custom offset** — lets you enter values in the **Left offset** and **Top offset** boxes

- 7 Click the **Options** tab.
- 8 In the **Print Output** group box, choose one of the following options:
 - **Color**
 - **Greyscale**
 - **CMYK separations**

If you choose the **CMYK separations** option, you can print CMYK labels on each color plate or page by marking the **CMYK plate labels** check box in the **Print Marks** group box.

- 9 Click **Print**.

You can also

Print the filename below the image	Mark the Image Name check box in the Print Marks group box.
------------------------------------	---

Print a negative of the image	Mark the Negative check box in the Color Options group box.
-------------------------------	---

Print a color background around the image	Mark the Background check box, click the color box, and choose a color from the color palette.
---	---



For more information about printing options, see “Creating layouts” in the Help.

To print a contact sheet

- 1 In the Organizer, navigate to the files that you want to print.
If the Organizer is not displayed, choose **View ▶ Palettes ▶ Organizer**.
- 2 Perform a task from the following table.

To	Do the following
Print selected images	Hold down Ctrl , and click the thumbnails that you want to print. Click the Print Contact Sheet button  , choose settings in the Print Contact Sheet dialog box, and click Print .
Print all the images in a selected folder	Right-click in the Organizer window and choose Select All . Click the Print Contact Sheet button  , choose settings in the Print Contact Sheet dialog box, and click Print .



For more information about printing options, see “Preparing to print” in the Help.

To print images by using a template

- 1 In the Organizer, select the thumbnails of the images that you want to print.
- 2 Choose **File ▶ Print Layout**.
The Print Layout window appears.
- 3 Click **File ▶ Open Template**.
The Templates dialog box appears.
- 4 In the **Category** group box, choose a category from the list.
Thumbnails of the templates in each category appear in the window on the right. Custom templates that you saved appear under the **User Defined** category. If the custom template was saved with images, the cells are filled with color.
- 5 Select a template, and click **OK**.
Note: If you previously saved images with the template, the images appear in the template cells and in the thumbnail list. Cells are grayed in the template thumbnail for templates with missing images.

6 Drag images into the template cells.

If you want to fill the template with copies of the same image, click a thumbnail and click the **Fill Template with Image** button .

7 Click **File** ▶ **Print**.



For more information about saving templates with links to images, see “Setting file locations” in the Help.



You can remove an image from a template by selecting the image and pressing **Delete**.

You can also open images by choosing **File** ▶ **Open Image**.

Creating layouts

You can create a print layout and position images individually, or you can apply the same settings to all of the images.

By rotating and zooming, you can change the print layout of your images. Images are displayed at 100% magnification by default. You can zoom in to get a closer look at image detail, or zoom out to view a larger portion of the image.

When you use a print layout, you can add descriptive text captions, undo or redo the changes you make, and save the layout for future use as a template.

To add images to a layout

1 Open the image that you want to print.

If you want to select more than one file, hold down **Ctrl**, and click the files. If the files are in sequential order, click the first file, and then press **Shift** and click the last file.

2 Choose **File** ▶ **Print Layout** to open the Print Layout window.

Thumbnails of the selected images appear on the left side of the window; the page layout appears in the main workspace.

If you want to add additional images to the Print Layout window, choose **File** ▶ **Open Image**, and choose the images.

- 3 Drag the thumbnails into a template cell or onto the custom layout page.

You can also

Print the page with the current settings	Click the Print button  .
Change the print setup options	Choose File ▶ Print Setup . In the Print Setup dialog box, make changes to any of the settings.
Close the Print Layout window	Click the Close Print Layout button  .

To create a caption

- 1 Choose **File ▶ Print Layout** to open the Print Layout window.
- 2 Drag the thumbnails into a template cell or onto the custom layout page.
- 3 Click the **Create a Text Field** button .
- 4 Drag to create the text box.
- 5 In the Text Field dialog box, type the text that you want to appear on the printed page.
- 6 Set the font, font attribute, and alignment controls.
Note: To continue to use these settings, mark the **Retain text settings** check box.
- 7 Click **OK**.

You can also

Move the text box in the image	Drag the text box.
Size the text box	Drag the corner handles in or out.
Rotate the text	Right-click the text box, and choose Rotate Right or Rotate Left .

E-mailing and photo sharing



Corel Paint Shop Pro Photo gives you options for e-mailing your images or sharing them through a photo-sharing service.

In this section, you'll learn about

- e-mailing photos, videos, and slide shows
- sending images to a photo-sharing service

E-mailing photos, videos, and slide shows

You can e-mail photos, videos, and slide shows directly from Corel Paint Shop Pro Photo. You can e-mail these items from the image window, a photo tray, or the Organizer.

You can e-mail items in the following ways. Note that you can only send videos and slide shows as attachments.

- **Embedded Photos** — You can embed photos so they display in the body of your e-mail message. This means the person who receives your e-mail can see the photos as soon as they open your e-mail. Embedded photos only appear in e-mail that uses the HTML message format. This is a standard message format, but if you know your recipient uses plain text or Rich Text Format (RTF), use the Attachments option.
- **Attachments** — You can send photos, videos, or slide shows (saved as .SnapfireShow files) as file attachments. Each item is attached as an individual file, the original file format is preserved, and the e-mail recipient can choose how they want to view the photos and videos.

For more detailed information about e-mailing from Corel Paint Shop Pro Photo, see “E-mailing photos, videos, and slide shows” in the Help.

To e-mail photos, videos, or slide shows

- 1 Choose **File** ▶ **E-mail**, and choose one of the following options:
 - **Active image** — lets you send the image that is currently active in the image window
 - **All open images** — lets you send all the images that are open in the image window
 - **All selected items** — lets you send all the items (photos, videos, or slide shows) that you currently have selected in the Organizer or a photo tray
- 2 In the E-mail dialog box, choose one of the following options:
 - **Embedded photos** — displays images in the body of your e-mail message.
 - **Attachments (original file format)** — sends items as individual file attachments. This option preserves the original file formats.
- 3 Choose a size setting from the **Maximum photo size** drop-list.
Note: This setting is not available for slide shows and videos.
The total size of your e-mail is displayed beside the preview.



Some e-mail providers limit the size of e-mails, which could prevent e-mails larger than 1 MB from being sent or received.

You can reduce the size of the e-mail by choosing a smaller **Maximum photo size** setting or by selecting fewer photos.

The Embedded Photos option is available only for e-mail clients that support extended MAPI, such as Outlook.



You can review the items you are sending by clicking the playback arrows that appear under the Preview thumbnail.

You can also e-mail photos from the Organizer by selecting the photos, and clicking the **Share as E-mail** button  on the Organizer toolbar.

You can also create and e-mail slide shows directly from the Quick Review mode. For more information, see “Using Quick Review” in the Help.

Sending images to a photo-sharing service

Photo-sharing services allow you to store and share your images online, and to order high-quality prints and greeting cards. You can choose from a list of supported photo-sharing services.

Before you can add, share, and print pictures using a photo-sharing service, you must create an account with the service. For more information about creating an account, go to the Web site for the photo-sharing service.

For more information about using photo-sharing services, see “Sending images to a photo-sharing service” in the Help.

To choose a photo-sharing service

- 1 Choose **File** ▶ **Preferences** ▶ **General Program Preferences**.
- 2 In the left pane, click **PhotoSharing**.
- 3 Choose a photo-sharing service from the list of available services.
- 4 Click **OK**.



To find out if support for additional photo-sharing services is available, choose **Help** ▶ **Check for Updates**. Your computer must be connected to the Internet.

To send images to a photo-sharing service

- 1 In the Organizer, select the images that you want to upload to a photo-sharing service.
If the Organizer is not displayed, choose **View** ▶ **Palettes** ▶ **Organizer**.
- 2 On the Organizer toolbar, click the **Order Prints** button .
- 3 Follow the instructions in the Photo Upload dialog box.



If you have not created an account for the photo-sharing service, you can click the **Create New Account** link on the first page (Step 1) of the Photo Upload dialog box.

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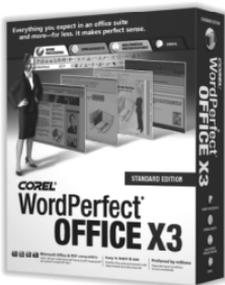
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