

Corel Paint Shop Pro Photo X2

Intermediate

(Videos are only viewable in-district only)

Tool Bars

(Video: [Tour & Toolbars](#))

View to Toolbars. Checkmarks indicate which toolbars are visible. Common ones include:

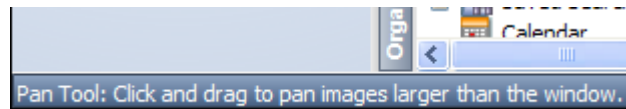


Standard Tool Bar (above)

The Standard Tool Bar is located at the top of the screen, under the Menu Bar.

Status Bar (right)

The Status Tool Bar is at the bottom of screen. When you click on or hover over tool, it will display more info.



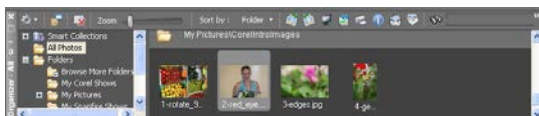
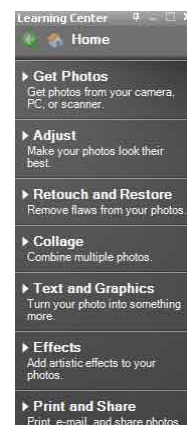
the
a

Tools Tool Bar (left)

The Tools Tool Bar runs along the left side, between the Learning Center Palette and the working area.

Palettes (Video: [Palettes](#))

The Learning Center Palette



The Image Organizer Palette

Located at the bottom of the screen, and is used to organize your images.

The Options Palette

As you click on different tools, options in the Options Palette change to display the options available for that tool.



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The Learning Center

Use house icon to return to the main menu.

Get Photos:

1. **Crop to New Image:** capture sections of an image to other files.
 - a. Click **Crop to New Image**
 - b. Adjust crop outline as desired
 - c. Click **Crop as New Image** button on floating crop tools
 - d. Repeat on other areas of original
 - e. Save all files.
2. **Capture:** Grab images from your computer screen
 - a. Click Capture Now button
 - b. Locate area to capture
 - c. Right-click to activate capture
 - d. Left-click (*but do not hold*) and drag over area to capture
 - e. Left-click again to end capture selection area
 - f. Image opens as Corel file; edit and save as usual



Adjust > Advanced Adjustments:


1. **Perspective Correction:** Use to fix tall buildings whose walls seem to be leaning
 - a. Move handles of rectangle to corners of building which should be rectangle
 - b. Click Apply button or double-click image
2. **HDR Merge:** Combines multiple similar images into one.
 - a. Click **Browse** to select images. (Hold down Control key to select multiples at once)
 - b. Click **Align Images**, make any other adjustments; click **OK**
3. **Digital Camera Noise Removal:** Adjust *Correction Blend* and *Sharpening*; click **OK**
4. **Depth of Field:** Select area of focus, adjust blur, edges and range; click **OK**.
(Video: [Depth of Field](#))

Retouching and Restoring Images: removing flaws from images.

1. **Scratch Remover:** removes scratches, wires and other linear flaws
(Video: [Scratch Remover](#))
 - a. Click on **Scratch Remover**
 - b. Click and drag along linear flaws to outline.
 - c. Let go of the mouse and they disappear
2. **Cover Flaws:** covers over flaws by cloning from neighboring area
 - a. Click on **Cover Flaws** (*Activates Clone Brush tool*)
 - b. Right click on area to be copied; this is used as the “paint source location”
 - c. Left click on area to be covered; repeated clicking covers area with what is in the “paint source location”

TIP: For a more realistic result, select a new paint source location frequently
3. **Object Remover:** covers unwanted areas with neighboring texture
(Video: [Remover](#))
 - a. Click on **Object Removal**
 - b. Use lasso to loosely draw a line around object to be removed



- c. Click rectangle tool on toolbar
 - d. Resize and position rectangle
 - e. Click **Apply** checkmark button
 - f. Control-D to remove selection marquee
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- over texture to use as cover
4. **Color Changes: wild!** (Video: [Changer](#))
 - a. In Materials palette, set foreground color to new color
 - b. In image, click the color to change.
 5. **Fade Correction:** restores faded images with one click (Videos on Lighting: [Backfill](#) and [Levels](#))
 6. **Selections:** identifying specific area of image to be retouched while leaving the rest of the image untouched

Collage:

1. **Removing Backgrounds:** Use to remove background, leaving foreground intact. (Video: [Altering Backgrounds](#))
 - a. Click **Background Eraser Tool:**
 - b. Draw along edge of object to remove, keeping center of brush slightly outside object.
2. **Make Selections:** Pick desired selection tool, following onscreen instructions. *Edit* to *Clear* to remove selection. Click **Selection None** to stop selection.
3. **Copy:** Open file, select and copy area.
4. **Paste:** Navigate to master collage file and paste. Resize and move, as desired.
5. **Layers Overview:**
 - a. Use Layers palette to show/hide various layers while manipulating images.
 - b. Use the Pick Tool (arrow) to move and resize layer objects.
6. **Move Collage Elements:** Activates Pick Tool



Effects: adding effects to images.

1. **Time Machine:** create vintage-style photos while learning about photo imaging history. (Video: [Time](#))
2. **Convert to Black and White:** different filter colors create different effects (Video: [B/W](#))
3. **Convert to Sepia:** age photos and select how old to go!
4. **Convert to Infrared:** simulate infrared film.
5. **Film and Filters:** select film look and color filters or hit the dice for random selections (Video: [Filters](#))
6. **Browse for Effects:** use list at left to explore various effects.
7. **Distort Photos:** select warp mode and drag over photo. Undo using **Iron Out** or **Unwarp** modes

Adjust > Express Lab: Quick image fixes

1. Use tools across the bottom to alter image settings.
2. Click **Exit Express Lab** when done.

Printing and Sharing Images: click Print and Share button

1. **Print One Photo:** (Video: [Single Print](#))
 - a. Click on **Print One Photo** to quickly print current photo
 - b. Resize or position image on paper
 - c. Click **Options** tab to print in color or Greyscale
 - d. Click **Printer** button to select printer; click **OK**
 - e. Click **Print**
2. **Print Multiple Photos:** (Video: [Multiple Prints](#))
 - a. Click **Print Multiple Photos** to arrange and print multiple photos on a



single page

- b. Click on **File** to **Open** and select the photos to be used on the page
 - c. Click and drag images on paper and arrange as desired
 - d. Click **File** to **Save Template...** to save the page
 - e. Click **File** to **Print**; print is immediate to the default printer
 - f. Click **File** to **Print Setup...**
 - i. Select **Orientation**, number of copies, etc.
 - ii. Click **Printer** button to select printer; click **OK**; click **Close**
 - iii. Click **File** to **Print**; print is immediate to selected printer
3. **E-mail Photos:** (*Video: [E-mail](#)*)
- a. **File** to **E-mail** to alter pixel size of image for email (or other uses)
 - b. Select how image is to be placed in email, either embedded or as an attachment
 - c. Click selection under **Maximum photo size** to get menu; select desired size (note the file size indicated below; the smaller the KB number, the smaller the file size)
 - d. Click **OK**; an email will show with the image ready to be sent

Image File Formats

There are three different types of formats, depending on what you're saving, and what you would like to do with the image. The three formats are:

Save as .JPG format if:

- Your image has lots of colors in it, like a photograph, AND
- You are going to use the image in another program (Word, PowerPoint, Publisher, etc.) or on a web site, AND/OR
- You're all done editing and working with it.
- Creates a small file size.
- To save, go to **File > Export > JPG Optimizer**
 - *TIP: to be walked through the steps, click on Use Wizard*

Save as .GIF format if:

- Your image has a small amount of colors (like line art or a solid color image)
- These pictures can also be used in other programs or on a web site.
- Creates a small file size.
- To save, go to **File > Export > GIF Optimizer**
 - *TIP: to be walked through the steps, click on Use Wizard*

Save as .PSPIMAGE format if: (Paint Shop Pro)

- You are not done working and editing the image and you plan to come back to it later.
- Saves as the largest file size, but retains the ability to edit with the PSP tools.
- **To save, go to File > Save As**