

# Corel Paint Shop Pro Photo X2

## Introduction

(Videos are only viewable in-district only)

### Screen Tour!

The Paint Shop Pro screen can look a little intimidating if you're not used to programs with a lot of tools, palettes, menus, and other stuff all over the place. Here are the main parts of the interface:

- The Menu Bar
- Tool Bars
- Palettes

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



### Tool Bars

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

 A diagram showing the toolbars in Corel Paint Shop Pro Photo X2. On the left is a vertical toolbar with various icons. At the top is a horizontal toolbar with icons for file operations, editing, and navigation. At the bottom is a status bar with a tooltip for the Pan Tool.
 

**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 the screen. When you click on or hover over a tool, it will display more info.

**Tools Tool Bar** (left)

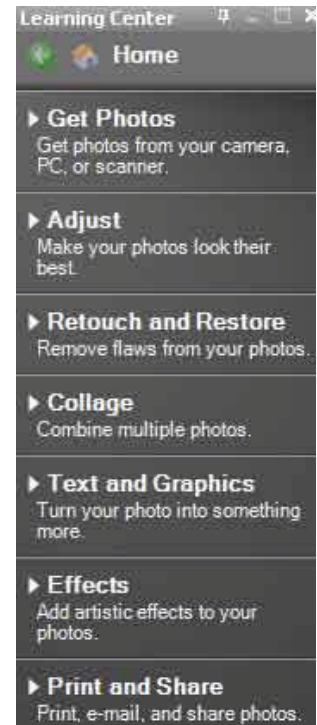
The Tools Tool Bar runs along the left side, between the Learning Center Palette and the working area.

## Palettes

(Video: [Palettes](#))

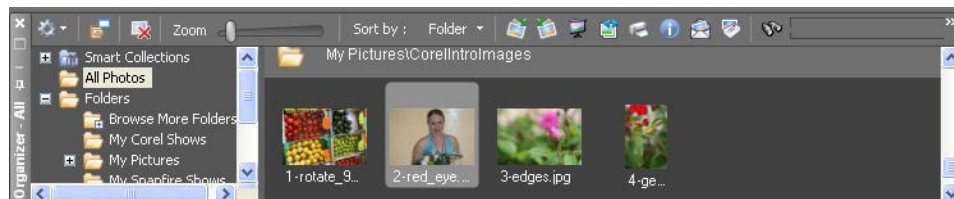
Palettes are things that float around the screen and hold various tools, settings, etc. Go to **View > Palettes**, Check marks show what palettes are turned on.

### 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

Located at the top of the screen, under the Standard toolbar, it is closely tied to the Tools toolbar. As you click on different tools, the options in the Options Palette change to display the options available for that tool.



### Resetting to Default

While working with toolbars and palettes, they get moved around on the screen. To get everything back to their original positions and clean up your screen, do this:

1. **File > Preferences > Reset Preferences.**
2. Make sure there's a check mark by the item that says **Reset Workspace to default configuration.**
3. Click **OK**, and all the palettes and toolbars return to their original locations.

# Using Corel's Learning Center

*The Learning Center provides guidance. Use house icon to return to the main menu.*

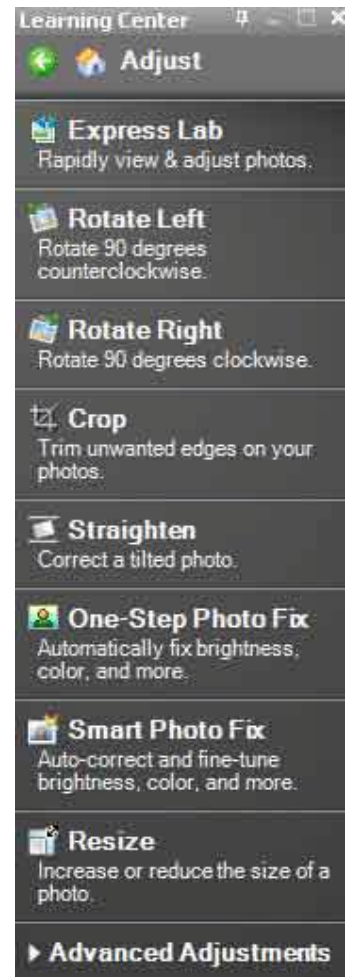
**Getting Images:** click **Get Photos** (Videos: [Download](#) from camera; [Scan](#) from scanner)

Photos can be downloaded from a camera, scanned in from a scanner, or saved from a webpage.






(Videos about images: [Organize](#), [Image Trays](#), [Show Images](#), [Search](#))

**Adjusting Images:** make photos look their best.

1. **Express Lab:** for making quick adjustments to pictures
  - a. Click on toolbar icons for quick adjustments
  - b. Refined adjustments appear on right side
2. **Rotating:** (Video: [Rotating](#))
  - a. Click **Rotate Left** to rotate 90 degrees counterclockwise;
  - b. Click **Rotate Right** to rotate 90 degrees clockwise
3. **Cropping:** (Video: [Cropping](#))
  - a. Click **Crop**; crop tool instructions appear, and a rectangle crop selection appears on image
  - b. Click inside of rectangle to move it
  - c. Click and hold on corner handle and drag to desired crop OR use drop-down menu to select a standard photo size.
  - d. Double click inside of the rectangle to activate the cropping
4. **Straighten:**
  - a. Click **Straighten** to correct a tilted image
  - b. Drag the handles on to a line that should be straight.
  - c. Double click inside to activate the tilt.
5. **One-Step Photo Fix:** (Video: [One-Step](#))
  - a. Click on **One-Step Photo Fix** to automatically adjust brightness and color.
  - b. Use **Undo** if adjustment is not desired
6. **Smart Photo Fix:** (Video: [Smart Fix](#))
  - a. Click on **Smart Photo Fix** and a window appears to fine-tune brightness and color
  - b. Make desired adjustment
  - c. Click **Advanced** for white and black balance features; click **OK**
7. **Resize:** (Video: [Resizing](#))
  - a. Click on **Resize** and a resize window appears.
  - b. Note **Original Dimensions** of image
  - c. Use **Pixel Dimensions** area; reduce pixel width, or, click on **Pixels** and choose **Percent** and change size by percentage
  - d. Use **Print Size** area; enter desired width in inches
  - e. Keep **Resolution** at **72** pixels/inch (for screen, web or print on regular printers)
  - f. Keep **Constrain Proportions**; change width or height to desired size
  - g. Click **OK**




## Retouching and Restoring Images: removing flaws from images.

1. **Fix Red Eyes:** (Video: [Redeye Fix](#))
  - a. Click on **Fix Red Eyes**
  - b. Zoom in on the eyes.
  - c. Place cross-hair over the red-eye and double click.
  - d. If needed, resize circle to be slightly larger than red area.
2. **Skin Smoothing:** (Video: [Smoothing](#))
  - a. Click on **Skin Smoothing** to reduce appearance of freckles, wrinkles and blemishes.
  - b. Click on and move slider to view possible effects
  - c. Click **OK** when desired effect
3. **Makeover:** click see menu of fixing. (Video: [Makeover](#))
  - a. Blemishes: click on **Blemish Fixer** tool 
    - i. Adjust size control on Tool Options palette so inner circle matches size of blemish
    - ii. Click on each blemish or freckle to remove
  - b. Teeth whitening: click on **Toothbrush** tool 
    - i. Adjust brush size as needed
    - ii. Click on teeth to whiten them
  - c. Eye Dropper: click on Eye Drop tool to whiten eyes 
    - i. Set size and Strength settings
    - ii. Zoom in on eyes & click in white area
  - d. Suntan brush: click on **Suntan** tool 
    - i. Set the tool size and suntan strength on toolbar
    - ii. Click and drag over skin area to darken
  - e. Thinify: click on Thinify tool 
    - i. Set size and Strength settings
    - ii. Click desired area to be thinner, and wait for processing; click again if desired



## Text and Graphics: adding text and graphics to images.

1. **Adding Text:** (Video: [Text](#))
  - a. click on **Add Text**
  - b. Click in image where text is to be entered
  - c. Choose desired font, size and style from toolbar
  - d. Select desired text border and fill color from **Materials Palette**
  - e. Enter the text and click **Apply**
  - f. Click inside of text to edit; click **Apply**
  - g. Click and drag on handle to adjust size of text
  - h. Click the center point in the image and drag the text to desired location
2. **Adding Shapes:** 
  - a. Click on **Add Shapes**
  - b. Click on down arrow next to **Shapes** icon menu, and click on desired shape
  - c. For colors, click on **Background** (fill) and **Foreground** colors on **Materials Palette**
  - d. Click and drag on image to create the shape



3. **Adding Graphics:** (Video: [Tubes](#))
  - a. Click on **Add Graphics**
  - b. Click on the **Picture Tube** icon to select an available tube
  - c. Click in image to place one tube or drag to place a stream of tubes.
  - d. Use **Scale** on Toolbar to adjust tube size prior to clicking.
4. **Adding Borders:** for adding a colored rectangular border to image (Video: [Borders](#))
  - a. Before clicking **Add Borders**, IF shapes and text was added, “flatten” the image.
    - i. Click on **Layers**
    - ii. Choose **Merge** and click on **Merge All (Flatten)**
  - b. Click on **Add Borders**
  - c. Enter number of pixels for each side of border
  - d. Click color box and select desired color; click **OK**. Click **OK** again.
5. **Adding Frames and Photo Edges:** to give image a fancy finishing touch (Video: [Edges](#))
  - a. Click on **Picture Frame**
  - b. Select desired frame style; click **OK**
6. **Adding a Watermark**
  - a. Click on **Add Watermark**
  - b. Click **Browse** to select overlay file
  - c. Select the placement and style option; click **OK**



## 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, File Size & Physical Image Size

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**