


CorelPHOTO-PAINT! Help Contents

Help topics for CorelPHOTO-PAINT are divided into categories represented by the icons below.

To select a category with the mouse, point to it's icon then click. With the keyboard, press Tab to highlight the category you want then press ENTER. For more information about using Help, press F1 or choose Using Help from the Help menu. To return to this screen, select the Contents button at the top of the Help window.

 and

 appear in some topics. Clicking on these displays additional information.



Glossary Terms

Below is the list of glossary terms used in CorelPHOTO-PAINT. To read a definition, point to the word you want and press the left mouse button.

active picture window	maximize
background color	menu bar
backup copy	mini-scroll bar
cascading menu	minimize
check box	option button
click	Palette
clipboard	picas
color selection box	picture window
command button	pixels
CONFIG.SYS	points
constrain	press
Control menu	primary color
control points	printer halftone
cutout	retouch tools
defined area	Screen Preview
double-click	secondary color
dpi	temporary files
drag	text box
drop-down list	tile pattern
filters	title bar
gradient	Toolbox
gray scale	virtual memory
grouped tools	Width & Shape
halftone pattern	workbox
handles	Windows 3.0
icon	work area
list box	

Welcome to CorelPHOTO-PAINT

CorelPHOTO-PAINT combines an excellent collection of painting tools, plus powerful retouching capabilities, all in one easy to use Windows application.

The combinations are endless. Device independence allows for true color editing of up to 16.7 million colors. Choose from a wide variety of painting and image processing features to create new images or enhance scanned pictures.

Once you have the perfect picture, you can use it in any major draw, presentation, page layout, and word processing program.

- See the [Index](#) for a quick glance of available Help information.
- See your CorelPHOTO-PAINT manuals for more complete information.
- You may want to read [For Beginners](#) if you are a newcomer.

The File Menu

You use File menu commands to start new pictures, load and save pictures clear a picture to the background color, print pictures, select your printer and change printer options, and exit CorelPHOTO-PAINT.

The File menu picture list displays the last four pictures you opened. As you open pictures, their names are added to the list. Click a picture name to open it.



To choose a File menu command, click File and choose the command. Some commands are on cascading menus.

File Menu Commands

<u>New</u>	Creates a new picture.
<u>Open</u>	Loads a picture previously saved to disk or stored on the clipboard.
<u>Close</u>	Closes the picture and all its duplicates.
<u>Save</u>	Saves changes you make to a picture previously saved to disk.
<u>Save As</u>	Saves a new picture for the first time or saves a picture previously saved to disk with a new name or in a new format.
<u>Clear</u>	Replaces the current image with the selected background color.
<u>Print</u>	Prints the picture.
<u>Printer Setup</u>	Selects the printer and printer options you use to print.
<u>Exit</u>	Closes the CorelPHOTO-PAINT program.

File New Command -- Starting a New Picture

To start a new picture:

1. Select a Units option.
2. Select a color format from the Mode drop-down list. 
3. Select a size for your picture in the Width and Height boxes. 
4. Choose OK.





Related Topics

[Open](#)

[Working with Different Numbers of Colors](#)

File Open Command -- Opening an Existing Picture

To open a previously saved picture:

1. Select a File Type option. 
2. Select the drive and directory you want. 
3. Click a file in the File Name list box. 
4. Choose OK. 

Related Topics

Duplicate



New

Previewing a Picture

Working with Different Numbers of Colors

Previewing a Picture

To preview a picture:

1. Read the displayed information. 
2. Click Show Thumbnail to see a small representation of the picture. 
3. Choose OK to return to the dialog box.

Related Topics

[Open](#)

[Paste From](#)


[Preferences](#)

[Tile Pattern](#)

[Working with Different Numbers of Colors](#)

File Close Command -- Closing a Picture

To close a picture and all its duplicates: 

1. Choose Close from the File menu.
2. If you have made changes since the last time you saved, CorelPHOTO-PAINT asks if you want to save them. 

Related Topics

[Control Menu](#)

[Duplicate](#)


[Exiting CorelPHOTO-PAINT](#)

[Save As](#)

[Saving a Picture with Save](#)

File Save Command -- Saving a Picture with Save


To resave a previously saved picture: 





- Choose Save from the File menu. 

Related Topics

[Save As](#)

File Save As Command -- Saving a Picture with a New Name

To save a picture for the first time or to resave an existing picture: 

1. Select a File Type option. 
2. Select other available options from the File Sub-Format drop-down list. 
3. Select where you want to save the file. 
4. Type a name for the file.
5. Choose OK. 

Related Topics

[Saving a Picture with Save](#)

File Clear Command -- Clearing Your Picture to the Background Color

To clear your picture to a new background color:

1. Select a background color.
2. Choose Clear from the File menu.



Related Topics

Color Replacer

Eraser

File Print Command -- Printing a Picture

To print a picture: 


1. Select a size for the printed picture. 
2. Select a halftone option. 
3. Choose OK.

Related Topics

[Printer Setup](#)

File Printer Setup Command -- Setting Up Your Printer

To set up your printer:


1. Select a printer from the Printer list box.
2. [Click](#) Setup to change some of the printer options. 
3. Choose OK.

Related Topics

[Print](#)

File Exit Command -- Exiting CorelPHOTO-PAINT

To end your CorelPHOTO-PAINT session:

1. Choose Exit from the File menu.
2. If you have made changes to a picture since the last time you saved, CorelPHOTO-PAINT asks if you want to save them. 

Related Topics

[Closing a Picture](#)

The Edit Menu

You use Edit menu commands to change the color format of pictures, apply filters, correct mistakes, copy or cut to the clipboard or to disk, paste from the clipboard or disk, and flip, rotate, invert and outline pictures or cutouts.

To choose an Edit menu command, click Edit and choose the command. Some commands are on cascading menus.

Edit Menu Commands

<u>Undo</u>	Cancels changes made since the last time you chose a tool or command.
<u>Cut</u>	Deletes a defined area and copies it to the clipboard.
<u>Copy</u>	Copies of the picture to the clipboard.
<u>Paste</u>	Places the contents of the clipboard, surrounded by the marquee, in the upper left corner of the picture.
<u>Delete</u>	Deletes a defined area without copying it to the clipboard.
<u>Copy To</u>	Copies a defined area to disk.
<u>Paste From</u>	Places a picture saved to disk, surrounded by the marquee, in the upper left corner of the picture.
<u>Convert To</u>	Converts pictures to another color mode.
<u>Filter Add Noise</u>	Creates a textured effect in pictures or cutouts.
<u>Filter Blend</u>	Smooths pictures or cutouts.
<u>Filter Brightness and Contrast</u>	Adjusts brightness and contrast in pictures or cutouts.
<u>Filter Color/Gray Map</u>	Adjusts gray and color inaccuracies in pictures or cutouts.
<u>Filter Diffuse</u>	Scatters colors in pictures or cutouts.
<u>Filter Edge Detect</u>	Enhances edges in pictures or cutouts.
<u>Filter Emboss</u>	Embosses pictures or cutouts.
<u>Filter Equalize</u>	Redistributes the shades of colors in pictures or cutouts.
<u>Filter Pixelate</u>	Creates a blocklike effect in pictures or cutouts.
<u>Filter Motion Blur</u>	Adds a blur effect in pictures or cutouts.
<u>Filter Remove Spots</u>	Erases spots and blotches in pictures or cutouts.
<u>Filter Sharpen</u>	Enhances detail in pictures or cutouts.
<u>Transform Flip Horizontal</u>	Flips pictures or cutouts horizontally.
<u>Transform Flip Vertical</u>	Flips pictures or cutouts vertically.
<u>Transform Invert</u>	Reverses colors in pictures or cutouts.
<u>Transform Outline</u>	Outlines shapes in pictures or cutouts.
<u>Transform Rotate 90°</u>	Rotates pictures or cutouts clockwise.
<u>Transform Area</u>	Flips, rotates, deskews, or resizes pictures or cutouts.

Related Topics

Using Filters

Edit Undo Command -- Undoing Changes to Your Picture

To cancel recent changes: 

- Choose Undo from the Edit menu.

Related Topics

[Cutting to the Clipboard](#)



[Deleting Portions of Your Picture](#)

[Eraser](#)

[Local Undo](#)

Edit Cut Command -- Cutting to the Clipboard

To cut a defined area to the clipboard: 

1. Select a background color to fill the cut area.
2. Define an area. 
3. Choose Cut from the Edit menu. 

Related Topics

[Box Selection](#)

[Copying to the Clipboard](#)

[Deleting Portions of Your Picture](#)

[Eraser](#)

[Lasso](#)

[Magic Wand](#)


[Pasting from the Clipboard](#)

[Scissors](#)

[Undoing Changes to Your Picture](#)

Edit Copy Command -- Copying to the Clipboard

To copy a defined area to the clipboard: 

1. Define an area. 
2. Choose Copy from the Edit menu.

Related Topics



[Copy To](#)

[Cut](#)

[Pasting from the Clipboard](#)

Edit Paste Command -- Pasting from the Clipboard

To paste a cutout from the clipboard: 

1. Choose Paste from the Edit menu. 
2. Drag the cutout to move it to another area. 
3. Choose a tool or click outside the Gadget Box to paste the cutout.

Related Topics

[Convert To](#)

[Copying to the Clipboard](#)



[Cutting to the Clipboard](#)

[Palette Open Palette](#)

[Paste From](#)

Edit Delete Command -- Deleting Portions of Your Picture

To delete a defined area from your picture: 

1. Select a background color to fill the cut area.
2. Define an area. 
3. Choose Delete from the Edit menu. 

Related Topics





[Cutting to the Clipboard](#)

[Eraser](#)

[Undoing Changes to Your Picture](#)

Edit Copy To Command -- Saving Portions of Your Picture to Disk

To copy a defined area to a file:

1. Select a File Type option. 
2. Select other available options from the File Sub-Format drop-down list. 
3. Select where you want to save the file. 
4. Type a name for the file.
5. Choose OK. 

Related Topics

[Copying to the Clipboard](#)






[Cutting to the Clipboard](#)

[Paste From](#)

[Pasting from the Clipboard](#)

Edit Paste From Command -- Pasting from Disk

To paste an image from a file:

1. Select a File Type option. 
2. Select the drive and directory you want. 
3. Click a file in the File Name list box. 
4. Choose OK. 
5. Drag the cutout to move it to another area. 
6. Choose a tool or click outside the Gadget Box to paste the cutout.

Related Topics

[Convert To](#)

[Copy To](#)

[Palette Open Palette](#)

[Pasting from the Clipboard](#)

[Previewing a Picture](#)

Using Filters

You use filters to enhance images and create special effects in pictures or cutouts.

Filters are only one aspect of image enhancement. CorelPHOTO-PAINT also has tools and other commands you can use to edit your pictures.

Keep the following in mind when using filters:

- All filters are available with Gray Scale or 24 Bit Color pictures. Brightness and Contrast, Equalize, Posterize, Remove Spots, and Response Curve are available with 256 Color pictures. Remove Spots is the only filter available with Black and White pictures.
- Filters work best when your picture is 24 Bit Color or Gray Scale. You can convert your picture to one of these color modes.
- Filters work fastest with a Gray Scale picture. Filters require more time with a 256 Color picture than a 24 Bit Color picture.
- If you change default filter settings, they are saved when you end your current CorelPHOTO-PAINT session.
- If you need to return to CorelPHOTO-PAINT default settings, you can delete your CORELPNT.INI file. Note that all of your program settings will return to program defaults, including any soft brush settings you have specified.
- Screen Preview allows you to view changes to your picture before they are made.
- Use the Local Undo tool to remove changes in smaller areas, along contours, and pixel-by-pixel.
- Undo cancels everything you've done since the last time you chose a tool or command.

Related Topics

[Filter Add Noise](#)

[Filter Blend](#)

[Filter Brightness and Contrast](#)

[Filter Color/Gray Map](#)

[Filter Diffuse](#)

[Filter Edge Detect](#)

[Filter Emboss](#)

[Filter Equalize](#)

[Filter Posterize](#)

[Filter Motion Blur](#)

[Filter Remove Spots](#)

[Filter Sharpen](#)

[Working with Different Numbers of Colors](#)

Edit Filter Add Noise Command -- Adding Texture to Your Picture

To add texture to pictures or defined areas: [↓](#)

1. Use the Variance [mini-scroll bar](#) to specify the amount of texture you want. [↓](#)
2. Choose Flat or Bell Curve from the Distribution [drop-down list](#). [↓](#)
3. Choose the color channel you want to affect. [↓](#)
4. Choose OK. [↓](#)

Related Topics

[Box Selection](#)

[Convert To](#)

[Lasso](#)



[Magic Wand](#)

[Scissors](#)

[Using Filters](#)

Edit Filter Blend Command -- Blending with the Blend Filter

To blend pictures or defined areas:

- 1 .Use the Blending Amount mini-scroll bar to specify the amount of blending you want. 
2. Select Wide Aperture to create a smoother effect.
3. Choose OK. 

Related Topics

[Blend Paintbrush](#)

[Box Selection](#)

[Convert To](#)

[Lasso](#)

[Magic Wand](#)

[Scissors](#)

[Using Filters](#)

Edit Filter Brightness and Contrast Command -- Adjusting Brightness and Contrast

To change brightness or contrast in pictures or defined areas: [↓](#)

1. Type the amount of Brightness and Contrast you want. [↓](#)
2. Choose OK. [↓](#)

Related Topics

[Box Selection](#)

[Brighten Paintbrush](#)

[Contrast Paintbrush](#)

[Convert To](#)

[Lasso](#)



[Magic Wand](#)

[Scissors](#)

[Using Filters](#)

Edit Filter Diffuse Command -- Diffusing Your Picture

To scatter colors in pictures or defined areas: 

1. Use the Height and Width mini-scroll bars to specify the amount of diffusion you want. 
2. Click Allow Color Shift if it is available to introduce new colors in the picture.
3. Choose OK. 

Related Topics

[Box Selection](#)

[Convert To](#)

[Lasso](#)




[Magic Wand](#)

[Scissors](#)

[Using Filters](#)

Edit Filter Edge Detect Command -- Enhancing Edges

To enhance edges in pictures or defined areas: 

1. Use the Sensitivity mini-scroll bar to specify what types of edges to select. 
2. Choose the color you want for the non-outlined areas from the Color drop-down list.
3. Choose a style for the color of the outline from the Edge drop-down list. 
4. Choose OK. 

Related Topics

[Box Selection](#)

[Convert To](#)

[Lasso](#)

[Magic Wand](#)


[Scissors](#)

[Transform Outline](#)

[Using Filters](#)

Edit Filter Emboss Command -- Embossing Your Picture

To emboss pictures or defined areas: 

1. Click a Direction button. 
2. Select a color from the Emboss Color drop-down list. 
3. Choose OK. 

Related Topics

[Box Selection](#)

[Convert To](#)

[Lasso](#)



[Magic Wand](#)

[Scissors](#)

[Using Filters](#)

Edit Filter Equalize Command -- Changing Your Highlights and Shadows

To equalize pictures or defined areas: 

1. Drag the arrows at the bottom of the bar graph to adjust the Low, Mid, and High values. 
2. Choose OK. 

Related Topics

[Box Selection](#)

[Convert To](#)

[Filter Color/Gray Map](#)

[Lasso](#)

[Magic Wand](#)

[Scissors](#)

[Using Filters](#)

Edit Filter Posterize Command -- Pixelating Your Picture

To create blocklike effects in pictures or defined areas: [↓](#)

1. Use the Width and Height mini-scroll bars to specify the blockiness of the effect. [↓](#)
2. Choose OK. [↓](#)

Related Topics

[Box Selection](#)

[Convert To](#)

[Lasso](#)




[Magic Wand](#)

[Scissors](#)

[Using Filters](#)

Edit Filter Motion Blur Command -- Creating a Motion Effect in Your Picture

To add a motion effect to pictures or defined areas: 

1. Click a Direction button. 
2. Use the Speed mini-scroll bar to specify the amount of blurring. 
3. Choose OK. 

Related Topics

[Box Selection](#)

[Convert To](#)

[Lasso](#)

[Magic Wand](#)

[Scissors](#)

[Using Filters](#)

Edit Filter Remove Spots Command -- Cleaning Up an Image

To remove unwanted spots in pictures or defined areas:

1. Choose the spot size to remove. [↓](#)
2. Choose OK. [↓](#)

Related Topics

[Box Selection](#)

[Convert To](#)

[Eraser](#)

[Lasso](#)

[Magic Wand](#)

[Scissors](#)

[Using Filters](#)

Edit Filter Color/Gray Map Command -- Fine-Tuning with the Color/Gray Map Filter

To apply the Color/Gray Map filter: [↓](#)

1. Select a Preset option, and CorelPHOTO-PAINT automatically adjusts your picture.
2. Select colors to change from the Channel drop-down list. [↓](#)
3. Select a Style to make other changes. [↓](#)
4. Choose OK. [↓](#)

Related Topics

[Box Selection](#)

[Convert To](#)

[Lasso](#)

[Loading Response Curve Settings](#)

[Magic Wand](#)

[Saving Response Curve Settings](#)

[Scissors](#)

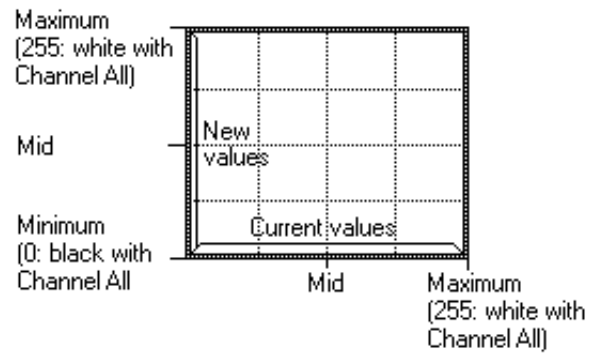
[Using Filters](#)

Filter Color/Gray Map Style Options

- You can use several styles to get the response curve you want.
- You can also load Response Curve settings you have previously saved to disk.

- ▣ Curve
- ▣ Freehand
- ▣ Linear

- This picture illustrates the color values represented in the response curve sample box:





Related Topic

[Filter Color/Gray Map](#)

Loading Response Curve Settings

To load Response Curve settings:

1. Select the drive and directory you want. 
2. Click a file in the File Name list box.
3. Choose OK. 



Related Topics

[Filter Color/Gray Map](#)

[Saving Response Curve Settings](#)

Saving Response Curve Settings

To save response curve settings:

1. Choose Filter Color/Gray Map.
2. Adjust the settings.
3. Choose OK. 
4. Reselect the Filter Color/Gray Map command.
5. Click Save.
6. Select where you want to save the file. 
7. Type a name for the file.
8. Choose OK.

Related Topic

Loading Response Curve Settings

Edit Filter Sharpen Command -- Sharpening with the Sharpen Filter

To sharpen pictures or defined areas: [↓](#)

1. Use the Sharpen [mini-scroll bar](#) to specify the amount of sharpening. [↓](#)
2. Select Wide Aperture for greater sharpening.
3. Choose OK. [↓](#)

Related Topics

[Box Selection](#)

[Convert To](#)

[Lasso](#)

[Magic Wand](#)


[Scissors](#)

[Sharpen Paintbrush](#)

[Using Filters](#)

Edit Convert To Command -- Changing Color Formats

To convert a picture to another color format: 





1. Choose Convert To from the Edit menu.
2. Choose the option you want. 

Related Topics

[Save As](#)

[Working with Different Numbers of Colors](#)

Convert To Dialog Box Options

-  Black and White
-  256 Color
-  24 Bit Color
-  Gray Scale

Edit Transform Flip Horizontal Command -- Making a Mirror Image

To flip pictures or defined areas horizontally:

- Choose Transform Flip Horizontal from the Edit menu to make a mirror image.

Related Topics

[Box Selection](#)

[Lasso](#)

[Magic Wand](#)

[Scissors](#)

[Transform Area](#)

[Transform Flip Vertical](#)

Edit Transform Flip Vertical Command -- Turning Your Picture Upside Down

To flip pictures or defined areas vertically:

- Choose Transform Flip Vertical from the Edit menu to turn your picture upside down.

Related Topics

[Box Selection](#)

[Lasso](#)

[Magic Wand](#)

[Scissors](#)

[Transform Area](#)

[Transform Flip Horizontal](#)

Edit Transform Invert Command -- Inverting Colors in Your Picture

To invert the colors in pictures or defined areas:

- Choose Transform Invert from the Edit menu. 

Related Topics

[Box Selection](#)

[Color Replacer](#)

[Lasso](#)

[Magic Wand](#)

[Scissors](#)

Edit Transform Outline Command -- Outlining Shapes in Your Picture

To outline shapes in pictures or defined areas:

1. Select a background color.
2. Choose Transform Outline from the Edit menu.

Related Topics

Box Selection

Filter Edge Detect


Lasso

Magic Wand

Scissors

Edit Transform Rotate 90° -- Turning Your Picture on Its Side

To rotate pictures or defined areas 90°:

- Choose Transform Rotate 90° from the Edit menu. 

Related Topics

[Box Selection](#)

[Lasso](#)


[Magic Wand](#)

[Scissors](#)

[Transform Area](#)

Edit Transform Area Command -- Flipping, Rotating, and Resizing

To flip, rotate, deskew, or resize pictures or defined areas:

1. Choose the options you want. 
2. Choose OK.

Related Topics

[Box Selection](#)

[Lasso](#)

[Magic Wand](#)

[Manipulating Defined Areas](#)







[Scissors](#)

[Transform Flip Horizontal](#)

[Transform Flip Vertical](#)

[Transform Rotate 90°](#)

Transform Area Dialog Box Options

-  Flip Horizontal
-  Flip Vertical
-  Rotate
-  Width and Height
-  Proportional Resize
-  Units

Related Topics

[Transform Area](#)

The Font Menu

You use Font menu commands to select fonts and to choose a different loaded font.

To choose a command from the Font menu, click Font and choose the command you want.

To change your font, you can click the Font menu and choose another font from the list. For more information see [Changing Your Font](#).

Font Menu Commands

Select Allows you to open fonts.

Changing Your Font

To select a listed font: 

1. Click the Font menu.
2. Select a listed font.




Related Topics

Select

Text

Font Select Command -- Selecting Fonts

To open a font: 

1. Select the font you want to open and style from the Font list. 
2. Select a Font Style option. 
3. Select a Size option. 
4. Select an Effects option.
5. Choose OK.

Related Topics

[Changing Your Font](#)

[Text](#)

active picture window

The picture window you are working on. Its title bar is shaded differently from other open windows. To make a window active, click its title bar or choose another picture from the Window menu.

background color

Many tools and commands use the background color. To change your background color, point in the Palette to the color you want, hold down Shift and click the left mouse button. You can also select the Eyedropper tool, point to a color in your picture, hold down Shift, and click the left mouse button. The new background color appears in the color selection box on the left of the Palette. Double-click the Eraser or use Clear to clear a picture window to the background color.

backup copy

Choose the Keep Backup Copy option when you use the Save As or Copy To command to keep a backup of your picture as it was when you last chose Save or Save As. The backup file's name is the same as the original's, except the last letter of the extension is a \$. For example, the backup file of GRAPH.PCX is GRAPH.PC\$.

cascading menu

A command with an arrow to the right of it contains a cascading menu. To choose a command on a cascading menu, click a command with an arrow. When the cascading menu appears, choose a command.

check box

Found in dialog boxes. Click a box to select it. A selected check box contains an X. Click the box again to unselect it. Unavailable choices are dimmed.

click

Point to the area or tool you want, press the mouse button and release it in one smooth, quick motion. Unless otherwise noted, click the left mouse button.

clipboard

The clipboard stores graphics or text you cut or copy until you cut or copy again. Use Paste to insert graphics from the clipboard into your active picture. To insert text from the clipboard, select the Text tool. When the Enter Text dialog box appears, press Shift+Ins.



The box on the left of the Palette that displays current primary, secondary, and background colors, tool settings, gradient effect, or the loaded tile pattern. Only the color selection box shows in a folded Palette.

command button 

A button in a dialog box that initiates action. For example, OK applies your settings and Help activates the help program. Command buttons followed by an ellipsis (...) bring up other related dialog boxes.

CONFIG.SYS

The CONFIG.SYS file tells your computer what types of devices are installed in your computer system. The CONFIG.SYS file must be in the root directory of your boot disk or hard drive.

constrain

Use the Shift key with many tools to force the tool to paint in a particular direction or shape. You can constrain the box tools, including the Box Selection tool, to a square. You can constrain the Ellipse/Circle tools to a circle. You can constrain other tools vertically, horizontally, or at a 45-degree angle. Press the spacebar to change between vertical and horizontal constraint.

Control menu

Click on the box containing a hyphen or dash on the left side of a window's title bar to open its Control menu. To open the Control menu of a minimized window, click on the icon. To quickly close or hide a window or workbox, double-click the Control menu box.

control points

Squares or circles on the Gadget Box, text frame box, and curve which you use to manipulate an area of your picture, the margins of text, or the shape of a curve.

cutout

An area of a picture defined with the Scissors, Box Selection, Lasso, or Magic Wand. A cutout is surrounded by the Gadget Box and marquee. Use Edit menu commands to cut, copy, paste, flip, resize, and apply filters to cutouts. Use the handles on the Gadget Box to manipulate a cutout.

defined area

A defined area is a part of a picture that is surrounded by the Gadget Box and marquee. Use the Scissors, Box Selection, Lasso, or Magic Wand to define an area. Areas you paste or paste from another picture are also defined areas.

double-click

Point to the area or tool you want, quickly press the mouse button twice and release it. Unless otherwise noted, double-click the left mouse button.

dpi

Dots per inch. Printers produce a designated ratio of dots per inch. A higher dpi produces a sharper image that appears larger on screen and requires more storage space.

drag

Press the mouse button, and hold it down while you move or drag the mouse. Unless otherwise noted, press the left mouse button.

drop-down list

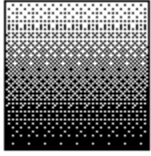
List that drops down from a display box to show the current selection. To open a list, click the underlined arrow. Use the scroll bar to move up and down in the list.

filters

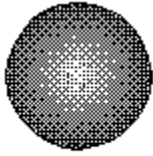
Generally used to improve the look of pictures or create special effects. You can choose a filter from the Edit menu and apply it to a cutout or an entire picture.

gradient

Gradients can be vertical, horizontal, or radial. They are shaded from secondary to background color. You can create gradient boxes and fonts, and fill an area with a gradient. Use Gradient Type to change the look and brightness of a gradient.



**linear
fountain**



**radial
fountain**

gray scale

Solid colors of gray. CorelPHOTO-PAINT supports 256 gray scale pictures. Keep in mind since CorelPHOTO-PAINT has device independence, grays that appear halftoned on-screen, retain their true colors.

grouped tools



Similar tools that are grouped together to reduce the size of the Toolbox. A triangle appears in the bottom right corner of the displayed tool. To select another tool within a group, press the triangle. When the available tools appear, drag to the tool you want, and release the mouse button. The new tool appears in the Toolbox.

To show the tools ungrouped, choose the Layout Ungroup command from the Toolbox Control menu.

halftone pattern

A series of dots that simulate a color. The default halftone pattern is Bayer. Choose the Optimize Display to use a Diffused halftone. CorelPHOTO-PAINT applies a halftone to build gradients, or when your picture contains more colors than your printer or monitor supports, or more colors than the format you are converting to.

handles

Squares or circles on the Gadget Box, text frame box, and curve tool you use to manipulate a cutout, margins of text, or a shape's curve.

icon

The small picture representation of a minimized window. Click the down arrow to the right of a window's title bar to minimize it. Double-click an icon to open the window on your screen.

list box

Box in a dialog box that shows available selections, such as a file list box. Use the scroll bar to move up and down in the list. To select an item, click it and choose a command button. Double-click your selection to choose it and complete the command.

maximize

You can maximize a CorelPHOTO-PAINT picture and the CorelPHOTO-PAINT desktop to the size of your screen by clicking the up arrow on the right corner of the title bar. To edit in Full Screen view, click the double arrow on the right corner of the help bar. To maximize a window that has been shrunk to an icon, double-click the icon, or click the icon and choose Maximize from the Control menu. You cannot maximize the Palette, Toolbox, or Width & Shape workbox.

menu bar

The horizontal bar below the program title bar that contains menu names. Each menu contains a list of commands you can choose.

minimize

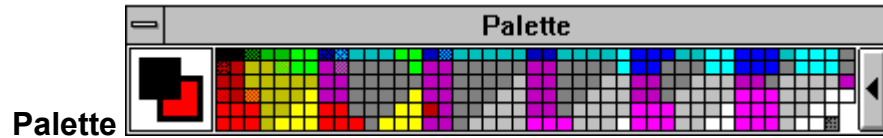
You can minimize or shrink a picture window and the CorelPHOTO-PAINT desktop to an icon by clicking the down arrow on the right corner of the title bar. You cannot minimize the Palette, Toolbox, or Width & Shape workbox.

mini-scroll bar 

Adjusts numerical values. Mini-scroll bars can be vertical or horizontal. Click the arrows to increase or decrease values by single increments. To quickly adjust the values, point to the box between the arrows. When your pointer is a double-sided arrow with lines through the center, drag the mouse to change the value. You can also type numbers in the text box to adjust numerical values.

option button

A button that allows you to choose one of several items. Click a button to select it. A selected button contains a filled dot. Unavailable choices are dimmed or do not appear.



Palette

Workbox you display to view and change colors or tool settings. Choose Show Palette or Hide Palette from the Display menu, or press Ctrl+P to display or remove your Palette.

The color selection box is on the left side of the Palette, and shows the selected setting value or the selected primary, secondary, and background colors. The rest of the Palette shows available colors or settings for the current tool. Each picture has its own palette. The palette of a 24 bit picture shows 256 of the available 16.7 million colors.

Use Palette Save As Palette to save the current set of colors to disk in a palette you can load into another picture.

picas

Unit of measurement. There are six picas in one inch and twelve points in one pica.

picture window

Each picture is loaded into its own picture window. You can load one picture and duplicate it 20 times. Each open window increases the memory your system requires.

pixels

Unit of measurement. Individual dots on a screen or a printer.

points

Unit of measurement. There are twelve points in one pica and six picas in one inch.

press

Hold down the mouse button. Unless otherwise noted, press the left mouse button.

primary color

Many tools and commands use the primary color. To change your primary color, point in the Palette to the color you want and click the left mouse button. You can also select the Eyedropper tool, point to a color in your picture, and click the left mouse button. The new primary color appears in the color selection box on the left of the Palette .

printer halftone

Pattern of dots that simulates a color, used when you print a picture that has more colors than your printer supports.

retouch tools

Tools you use to add coloring and shading effects. The retouch tools are the contrast, brighten, tint, blend, smudge, and sharpen tools. You can also use filters to retouch pictures.

Screen Preview

Shows how changes will affect your picture before the changes are made. During Screen Preview, you can drag the dialog box aside to see more of the picture.

secondary color

Many tools and commands use the secondary color. To change your secondary color, point in the Palette to the color you want and click the right mouse button. You can also select the Eyedropper tool, point to a color in your picture, and click the right mouse button. The new secondary color appears in the color selection box on the left of your Palette.

temporary files

CorelPHOTO-PAINT temporarily stores information in files on your hard disk if it runs out of memory. Set the drives/directories for CorelPHOTO-PAINT to use as temporary storage with the Preferences command. If you quit CorelPHOTO-PAINT abnormally, the files remain on your system and can be deleted.

text box

Box in a dialog box you can type in. For example, you type the name of a file in the File Name text box.

tile pattern

Any small picture loaded from disk or the clipboard, to be used in a tile pattern. Use Tile Pattern to select the tile you want.

title bar

The horizontal bar at the top of windows that shows the title of the program, the title of the window, or information about the loaded picture (name, magnification rate, etc.). The left end of the title bar contains the Control menu box and the right end may contain minimize and maximize buttons.

Toolbox

Workbox containing the tools you use to create and retouch pictures and add special effects. Choose Show Toolbox or Hide Toolbox from the Display menu, or press Ctrl+T to display or remove the Toolbox.

Click a tool with the left mouse button to choose it. Click a tool with the right mouse button for help on using the tool. Grouped tools display a triangle in the bottom right corner.

virtual memory

Allows CorelPHOTO-PAINT to behave as if there were more memory than is actually present in your system by storing temporary files in any free RAM and disk space.



Width & Shape workbox

Workbox you display to view or change your tool width or shape. Choose Show Width & Shape or Hide Width & Shape from the Display menu or press Ctrl+W to display or remove the Width & Shape workbox. The value in the display box is in pixels even if you select another unit of measure. To change the current width, press one of the arrows, drag over the display box and type a number, or click the triangle.

Windows 3.0

If you have to reinstall Windows 3.0 after installing CorelPHOTO-PAINT: Copy all files ending in .dll and .drv from the subdirectory where CorelPHOTO-PAINT is installed into your Windows\System subdirectory. If you have upgraded to Windows 3.1 this procedure is not necessary.

work area

Area of your picture you see in a picture window. If a picture extends beyond the work area, use the Hand tool or the scroll bars to move other areas into view. Use the Locator tool to display other areas in a duplicated picture. Use the Zoom Out commands to display more of a picture at once.

DMA I/O

Data is transferred by your system hardware from memory to some other device without being loaded into the microprocessor.

EMS

Expanded Memory Specification. A standard that allows personal computers to use more than 640K of RAM in DOS. EMS creates a 64K RAM window through which RAM in 64K sections can be swapped as needed.

memory address

A number code you can select to specify a location in random access memory.

port address

The location you assign for the interface between your computer and an external device, such as a printer. You can assign a port address to one device at a time.



Blend Paintbrush Tool -- Blending Freehand

To blend areas: [↓](#)

1. Adjust the tool's width and shape. [↓](#)
2. Drag the arrow in the Palette to adjust the tool's effect. [↓](#)
3. Drag over areas you want to change. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Convert To](#)

[Filter Blend](#)

[Finding and Selecting Tools](#)

[Selecting Tool Settings](#)



Brighten Paintbrush Tool -- Brightening Freehand

To brighten areas: [↓](#)

1. Adjust the tool's width and shape. [↓](#)
2. Drag the arrow in the Palette to adjust the tool's effect. [↓](#)
3. Drag over areas you want to change. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Convert To](#)

[Filter Brightness and Contrast](#)

[Filter Color/Gray Map](#)

[Finding and Selecting Tools](#)

[Selecting Tool Settings](#)



Contrast Paintbrush Tool -- Changing Contrast Freehand

To adjust contrast in areas: [↓](#)

1. Adjust the tool's width and shape. [↓](#)
2. Drag the arrow in the Palette to adjust the tool's effect. [↓](#)
3. Drag over areas you want to change. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Convert To](#)

[Filter Brightness and Contrast](#)

[Filter Equalize](#)

[Finding and Selecting Tools](#)

[Selecting Tool Settings](#)



Gradient Paint Roller Tool -- Filling an Area with a Gradient

To fill with a gradient: [↓](#)

1. Choose a secondary and background color. [↓](#)
2. Choose Gradient Type to adjust the look of the gradient.
3. Choose Color Tolerance to adjust the range of colors to fill.
4. Place the drop on the pointer inside the area you want to fill. [↓](#)
5. Click the mouse button inside the area you want to fill.

Related Topics

[Convert To](#)

[Finding and Selecting Tools](#)

[Paint Roller](#)

[Palette Open Palette](#)

[Palette Range of Colors](#)

[Selecting Tool Colors](#)

[Tile Pattern Paint Roller](#)


[Undo](#)

[Zoom tool](#)



Smear Paintbrush Tool -- Smearing Colors Freehand

To smear areas: 

1. Adjust the tool's width and shape. 
2. Choose Soft Brush Settings to change the tool's effect.
3. Drag over the areas you want to change.

Related Topics

[Changing Your Tool Width and Shape](#)

[Convert To](#)


[Finding and Selecting Tools](#)

[Smudge Spraycan](#)



Smudge Spraycan Tool -- Smudging Freehand

To smudge areas: 

1. Adjust the tool's width and shape. 
2. Drag over the areas you want to change.

Related Topics

[Changing Your Tool Width and Shape](#)

[Finding and Selecting Tools](#)

[Smear Paintbrush](#)



Tile Pattern Paint Roller Tool -- Filling an Area with a Tile Pattern

To fill with a tile pattern: [↓](#)

1. Open a tile pattern.
2. Choose Color Tolerance to adjust the range of colors to fill.
3. Place the drop on the pointer inside the area you want to fill. [↓](#)
4. Click the mouse button inside the area you want to fill.

Related Topics

[Finding and Selecting Tools](#)

[Gradient Paint Roller](#)

[Paint Roller](#)

[Selecting Tool Colors](#)

[Undo](#)

[Zoom tool](#)



Tint Paintbrush Tool -- Tinting Freehand

To tint areas: [↓](#)

1. Adjust the tool's width and shape. [↓](#)
2. Choose a primary color.
3. Drag over the areas you want to change. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Convert To](#)

[Finding and Selecting Tools](#)

[Selecting Tool Colors](#)



Sharpen Paintbrush Tool -- Sharpening Freehand

To sharpen areas: [↓](#)

1. Adjust the tool's width and shape. [↓](#)
2. Drag the arrow in the Palette to adjust the tool's effect. [↓](#)
3. Drag over the areas you want to change. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Convert To](#)

[Filter Sharpen](#)

[Finding and Selecting Tools](#)

[Selecting Tool Settings](#)

CorelPHOTO-PAINT Tools

You use the tools in the Toolbox to create, add special effects, and retouch your pictures. To choose a tool, the Toolbox must be displayed.

For information on selecting tools, see Finding and Selecting Tools.

Display Tools:



Zoom changes the magnification of a picture.



Locator displays selected area in all windows that contain the same duplicated pictures.



Hand moves your picture vertically, horizontally, or diagonally.

Selection Tools:



Box Selection defines rectangular areas.



Magic Wand defines areas with similar colors.



Lasso defines irregular areas.



Scissors defines polygonal areas.

Painting Tools:



Text adds text to your picture.



Eyedropper selects a color from the picture.



Eraser erases areas of your picture.



Color Replacer replaces the primary color with the secondary color.



Local Undo undoes areas freehand.



Airbrush shades areas freehand with a soft spray.



Spraycan splatters colors freehand.



Paint Roller fills enclosed areas with color.



Tile Pattern Paint Roller fills enclosed areas with a repeating tile pattern.



Gradient Paint Roller fills enclosed areas with a gradient.



Paintbrush draws freehand shapes with a soft brush.



Fountain Pen draws freehand shapes.



Line draws single or joined lines.



Curve draws single or joined curves.



Hollow Box draws hollow boxes.



Hollow Rounded Box draws hollow rounded boxes.



Hollow Ellipse/Circle draws single or concentric hollow ellipses or circles.



Hollow Polygon draws hollow polygons.



Filled Box draws filled boxes.



Filled Rounded Box draws filled rounded boxes.



Filled Ellipse/Circle draws single or concentric filled ellipses or circles.



Filled Polygon draws filled polygons.



Clone paints one area of your picture with another selected area.

Retouch Tools:



Contrast Paintbrush adjusts contrast freehand.



Brighten Paintbrush changes the intensity of colors freehand.



Tint Paintbrush changes color shades freehand.



Blend Paintbrush smooths areas freehand.



Smear Paintbrush smears colors freehand.



Smudge Spraycan smudges colors freehand.



Sharpen Paintbrush sharpens colors freehand.

Related Topics

Changing Your Tool Width and Shape

Selecting Tool Colors

Selecting Tool Settings


Finding and Selecting Tools

You use [CorelPHOTO-PAINT tools](#) to create, add special effects, and retouch pictures.

- To get help on using a tool, [click](#) the right mouse button on the tool.
- To choose a tool, the [Toolbox](#) must be [displayed](#).
- To choose a tool, point to it and click the left mouse button. The tool is highlighted to indicate it is selected.
- To choose a tool from a group, [press](#) the left mouse button on the triangle in the bottom right corner of the current tool. When the available tools appear, [drag](#) the mouse to the tool you want and release the mouse button. The tool appears in the Toolbox and is selected.


Press the blue arrow next to the group name to see which tools are included in the group.


 Selection tools

 Line tools

 Paint Roller tools

 Hollow shapes

 Filled shapes

 Smear/Smudge tools

- When you move the pointer over the [picture window](#) it changes shape to remind you which tool you selected.
- You can move the Toolbox by dragging its [title bar](#)
- To use most tools, choose the tool you want and point to where you want to start. Press the left mouse button to anchor the starting point, drag the mouse until you have the look you want, and release the mouse button.

Related Topics

[Changing Your Tool Width and Shape](#)

[Laying Out the Toolbox](#)

[CorelPHOTO-PAINT Tools](#)

[Selecting Tool Colors](#)

[Selecting Tool Settings](#)

Selecting Tool Colors




The Palette workbox is where you can select the primary, secondary, and background colors for your picture. Your Palette changes depending on your picture and the tool you are using. The colors you choose are displayed in the color selection box.

To select new colors, the Palette must be displayed.

There are two ways to choose colors:

- Point to a color in the Palette and click the appropriate mouse button to select your colors.



- Use the Eyedropper tool to pick up a color from your picture. Click the appropriate mouse button to select your colors. 

Related Topics

[Changing Your Tool Width and Shape](#)

[Finding and Selecting Tools](#)

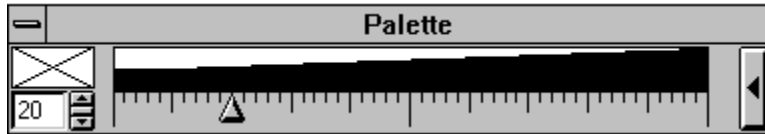
[Folding and Unfolding the Palette](#)

[CoreIPHOTO-PAINT Tools](#)

[Selecting Tool Settings](#)

[Working with Different Numbers of Colors](#)

Selecting Tool Settings



The Palette workbox is where you can change settings for some of the retouch tools. The settings you choose are displayed in the color selection box.

To select new settings, the workbox must be displayed.

These are the ways to change settings for some of the retouch tools:

- Point to the arrow in the workbox and drag to the setting you want.
- Point to the setting you want and click the left mouse button. The arrow moves to the new setting.
- Use the mini-scroll bar in the color selection box.

Related Topics

[Changing Your Tool Width and Shape](#)

[Finding and Selecting Tools](#)

[Folding and Unfolding the Palette](#)

[CorelPHOTO-PAINT Tools](#)

[Selecting Tool Colors](#)


Changing Your Tool Width and Shape

You use the [Width & Shape workbox](#) to change the width and shape of some tools.

To change your tool width or shape in the Width & Shape workbox, it must be [displayed](#).



To change your tool width and shape:

- [Click](#) or [press](#) one of the arrows on the [mini-scroll bar](#).
- Click the shape button on the left side of the workbox. 

Related Topics

[Finding and Selecting Tools](#)

[CoreIPHOTO-PAINT Tools](#)




[Selecting Tool Colors](#)

[Selecting Tool Settings](#)



Zoom Tool -- Zooming In and Out with the Zoom Tool

To change the magnification of a picture: 

1. Point to the area you want to zoom.
2. Click the left mouse button to zoom in. 
3. Click the right mouse button to zoom out. 
4. Continue clicking the mouse button to cycle through the Zoom command percentages. 

Related Topics

[Duplicate](#)

[Finding and Selecting Tools](#)

[Locator](#)

[Zooming In and Out with the Zoom Commands](#)



Hand Tool -- Moving Areas of Your Picture into View

To move your picture with the Hand tool: 

1. Point to the picture you want to move.
2. Drag the picture to bring the area you want into view.

Related Topics

[Duplicate](#)

[Finding and Selecting Tools](#)


[Locator](#)

[Scrolling](#)



Locator Tool -- Viewing the Same Area in Multiple Windows

To locate the same area of a picture in two or more windows: 

- Click in one picture on the area you want to show in all windows that contain duplicate copies. 

Related Topics

[Duplicate](#)

[Finding and Selecting Tools](#)

[Hand](#)

[Scrolling](#)


[Zoom tool](#)

[Zooming In and Out with the Zoom Commands](#)



Eyedropper Tool -- Picking Up a Color from the Screen

To pick up a color from the screen with the Eyedropper tool: 

1. Point to the color you want to pick up from your picture.
2. Click the appropriate mouse button to select your colors. 
3. Select a tool or command to use with the color you picked up with the Eyedropper.

Related Topics

[Finding and Selecting Tools](#)



[Selecting Tool Colors](#)

[Working with Different Numbers of Colors](#)



Box Selection Tool -- Defining a Rectangular Area

To define a cutout with the Box Selection tool: 

1. Select a background color if you plan to cut or move the cutout.
2. Press the left mouse button to anchor the starting point.
3. Drag to surround the area you want. 
4. Release the mouse button to complete the cutout. 

Related Topics

[Finding and Selecting Tools](#)

[Lasso](#)

[Magic Wand](#)


[Manipulating Defined Areas](#)

[Scissors](#)



Lasso Tool -- Defining an Irregular Area

To define a cutout with the Lasso tool: 

1. Select a background color if you plan to cut or move the cutout.
2. Press the left mouse button to anchor the starting point.
3. Drag to surround the area you want to define.
4. Release the mouse button to complete the cutout. 

Related Topics

[Box Selection](#)

[Finding and Selecting Tools](#)

[Magic Wand](#)

[Manipulating Defined Areas](#)

[Scissors](#)



Scissors Tool -- Defining a Polygonal Area

To define a cutout with the Scissors tool: [↓](#)

1. Select a background color if you plan to cut or move the cutout.
2. Click the mouse button to anchor the starting point.
3. Continue clicking around the area you want to define. [↓](#)
4. Double-click to end the last line and complete the cutout. [↓](#)

Related Topics

[Box Selection](#)

[Finding and Selecting Tools](#)

[Lasso](#)

[Magic Wand](#)

[Manipulating Defined Areas](#)



Magic Wand Tool -- Defining Areas with Similar Colors

To define an area with the Magic Wand tool: [↓](#)

1. Choose Color Tolerance to adjust the range of colors for selection.
2. Point to the area you want to select and click the left mouse button. [↓](#)

Related Topics

[Box Selection](#)


[Finding and Selecting Tools](#)

[Lasso](#)

[Manipulating Defined Areas](#)

[Scissors](#)

Manipulating Defined Areas

Define the cutout with a selection tool and a marquee surrounds the selected area. 

A Gadget Box with handles on its corners is also displayed so you can shrink or stretch the cutout.

To permanently paste the cutout, click outside the Gadget Box or choose a tool.

You can manipulate cutouts in the following ways:

- Point to a handle on the Gadget Box and drag to shrink or stretch the cutout.
Hold down Shift while you drag for proportional resizing.
- Point inside the Gadget Box and drag to move the cutout to another location.
Drag with the left mouse button to make the cutout opaque.
Drag with the right mouse button to make the background color of the cutout transparent.
Hold down Shift while you drag to leave a single copy behind.
Hold down Ctrl while you drag to leave a trail of copies behind.
You can also use the arrow keys to move the cutout one pixel at a time.
- Choose a command from the Edit menu to manipulate the cutout in other ways. For example, you can apply filters to the cutout, flip, invert, outline, and rotate the cutout with Edit menu commands.

Related Topics

[Box Selection](#)

[Edit Menu](#)

[Lasso](#)

[Magic Wand](#)

[Scissors](#)



Local Undo Tool -- Undoing Some Changes

To undo some changes: [↕](#)

1. just the tool's width and shape. [↕](#)
2. Drag over areas you want to return to their previous look. [↕](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Color Replacer](#)

[Eraser](#)

[Finding and Selecting Tools](#)

[Undo](#)



Eraser Tool -- Erasing Parts of Your Picture

To use the Eraser tool:

1. Choose a background color. [↓](#)
2. Adjust the tool's width and shape. [↓](#)
3. Drag over areas you want to erase. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Clear](#)

[Color Replacer](#)




[Finding and Selecting Tools](#)

[Selecting Tool Colors](#)



Text Tool -- Adding Text to Your Picture

To add text to your picture:

1. Select a font.
2. Choose a secondary color for your text.
3. Choose the Text tool and type your text in the Enter Text dialog box. 
4. Choose OK. 
5. To make changes to your text, do so before you paste it. 
6. Click outside the Text Frame or choose another tool to paste the text.

Related Topics

[Changing Your Font](#)


[Finding and Selecting Tools](#)

[Selecting Tool Colors](#)



Paint Roller Tool -- Filling an Area with Color

To fill an area with color: 

1. Choose a primary color.
2. Choose Color Tolerance to adjust the range of colors to fill.
3. Place the drop on the pointer inside the area you want to fill. 
4. Click the mouse button inside the area you want to fill.

Related Topics

[Finding and Selecting Tools](#)

[Gradient Paint Roller](#)

[Selecting Tool Colors](#)

[Tile Pattern Paint Roller](#)


[Undo](#)

[Zoom tool](#)



Spraycan Tool -- Splattering Color with the Spraycan

To use the Spraycan:

1. Choose a primary color.
2. Adjust the tool's width and shape. 
3. Point to the area you want to spray.
4. Drag over the areas you want to spray.

Related Topics

[Brush Style](#)

[Changing Your Tool Width and Shape](#)

[Finding and Selecting Tools](#)

[Selecting Tool Colors](#)



Airbrush Tool -- Shading with the Airbrush

To use the Airbrush tool: [↓](#)

1. Choose a primary color.
2. Adjust the tool's width and shape. [↓](#)
3. Choose Soft Brush Settings to change the tool's effect.
4. Drag over the areas you want to spray.

Related Topics

[Brush Style](#)

[Changing Your Tool Width and Shape](#)

[Convert To](#)

[Finding and Selecting Tools](#)

[Selecting Tool Colors](#)



Paintbrush Tool -- Brushing Freehand

To use the Paintbrush tool: [↓](#)

1. Choose a primary color.
2. Adjust the tool's width and shape. [↓](#)
3. Choose Soft Brush Settings to change the tool's effect.
4. Point to where you want to start.
5. Drag to paint freehand.

Related Topics

[Brush Style](#)

[Changing Your Tool Width and Shape](#)

[Convert To](#)



[Finding and Selecting Tools](#)

[Selecting Tool Colors](#)



Fountain Pen Tool -- Drawing Freehand Shapes

To use the Fountain Pen tool:

1. Choose a primary color.
2. Adjust the tool's width and shape. 
3. Drag over the area you want to change. 
4. You can click the right mouse button on a color in your picture to select it as the primary color.

Related Topics

[Brush Style](#)

[Changing Your Tool Width and Shape](#)

[Finding and Selecting Tools](#)

[Selecting Tool Colors](#)



Color Replacer Tool -- Replacing One Color with Another

To replace colors: [↓](#)

1. Choose a primary color (the color you want to change) and a secondary color (the color you want the Color Replacer to use).
2. Adjust the tool's width and shape. [↓](#)
3. Choose Color Tolerance to adjust the range of colors to replace.
4. Drag over areas you want to change. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Convert To](#)

[Finding and Selecting Tools](#)

[Selecting Tool Colors](#)



Curve Tool -- Drawing Single and Joined Curves

To draw a curve: [↓](#)

1. Choose a primary color.
2. Adjust the tool's width and shape. [↓](#)
3. Press the left mouse button to anchor the starting point.
4. Drag to where you want the curve to end.
5. Use the handles to adjust the curve. [↓](#)
6. Click outside the curve to paste it. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Finding and Selecting Tools](#)

[Line](#)

[Selecting Tool Colors](#)



Line Tool -- Drawing Single and Joined Lines

To draw a line: [↓](#)

1. Choose a primary color.
2. Adjust the tool's width and shape. [↓](#)
3. Press the left mouse button to anchor the starting point.
4. Drag to where you want to end the line. [↓](#)
5. You can also draw joined lines or rays joined at a single point. [↓](#)

Related Topics

[Brush Style](#)

[Changing Your Tool Width and Shape](#)

[Curve](#)

[Finding and Selecting Tools](#)

[Selecting Tool Colors](#)



Hollow Box Tool -- Drawing a Hollow Box

To draw a box: [↓](#)

1. Choose a primary color. [↓](#)
2. Adjust the width of the border. [↓](#)
3. Press the left mouse button to anchor the beginning of the shape.
4. Drag to draw the shape. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Filled Box](#)

[Finding and Selecting Tools](#)




[Hollow Rounded Box](#)

[Selecting Tool Colors](#)



Filled Box Tool -- Drawing a Filled Box

To draw a filled box: 

1. Choose a primary and secondary color. 
2. Adjust the width of the border. 
3. Press the left mouse button to anchor the starting point.
4. Drag to draw the shape. 

Related Topics

[Changing Your Tool Width and Shape](#)

[Filled Rounded Box](#)

[Finding and Selecting Tools](#)

[Hollow Box](#)

[Selecting Tool Colors](#)



Hollow Rounded Box Tool -- Drawing a Hollow Rounded Box

To draw a rounded box: [↓](#)

1. Choose a primary color. [↓](#)
2. Adjust the width of the border. [↓](#)
3. Press the left mouse button to anchor the starting point.
4. Drag to draw the shape. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Filled Rounded Box](#)

[Finding and Selecting Tools](#)

[Hollow Box](#)

[Selecting Tool Colors](#)



Filled Rounded Box Tool -- Drawing a Filled Rounded Box

To draw a filled rounded box: [↓](#)

1. Choose a primary and secondary color. [↓](#)
2. Adjust the width of the border. [↓](#)
3. Press the left mouse button to anchor the starting point
4. Drag to draw the shape. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Filled Box](#)

[Finding and Selecting Tools](#)

[Hollow Rounded Box](#)

[Selecting Tool Colors](#)



Hollow Ellipse/Circle Tool -- Drawing a Hollow Ellipse/Circle

To draw a hollow ellipse/circle: [↓](#)

1. Choose a primary color. [↓](#)
2. Adjust the width of the border. [↓](#)
3. Press the left mouse button to anchor the center point.
4. Drag to draw the shape. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Filled Ellipse/Circle](#)

[Finding and Selecting Tools](#)

[Selecting Tool Colors](#)



Filled Ellipse/Circle Tool -- Drawing a Filled Ellipse/Circle

To draw a filled ellipse/circle: [↓](#)

1. Choose a primary and secondary color. [↓](#)
2. Adjust the width of the border. [↓](#)
3. Press the left mouse button to anchor the center point.
4. Drag to draw the shape. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Finding and Selecting Tools](#)

[Hollow Ellipse/Circle](#)

[Selecting Tool Colors](#)



Hollow Polygon Tool -- Drawing a Hollow Polygon

To draw a hollow polygon: [↓](#)

1. Choose a primary color. [↓](#)
2. Adjust the width of the border. [↓](#)
3. Click the mouse button to anchor the starting point.
4. Continue clicking to draw the shape. [↓](#)
5. Double-click to end the last line and complete the shape.

Related Topics

[Changing Your Tool Width and Shape](#)

[Filled Polygon](#)




[Finding and Selecting Tools](#)

[Selecting Tool Colors](#)



Filled Polygon Tool -- Drawing a Filled Polygon

To draw a filled polygon: 

1. Choose a primary and secondary color. 
2. Adjust the width of the border. 
3. Click the mouse button to anchor the starting point.
4. Continue clicking to draw the shape. 
5. Double-click to end the last line and complete the shape.

Related Topics

[Changing Your Tool Width and Shape](#)

[Finding and Selecting Tools](#)

[Hollow Polygon](#)

[Selecting Tool Colors](#)



Clone Tool -- Replacing One Area with Another Freehand

To use the Clone tool: [↓](#)

1. Adjust the tool's width and shape. [↓](#)
2. Choose Soft Brush Settings to change the tool's effect. [↓](#)
3. Click the right mouse button on the area you want to clone (source). [↓](#)
4. Drag to begin cloning. [↓](#)

Related Topics

[Changing Your Tool Width and Shape](#)

[Finding and Selecting Tools](#)

[Paste From](#)

[Pasting from the Clipboard](#)

[Working with Different Numbers of Colors](#)

The Help Menu

You use Help menu commands to open the CorelPHOTO-PAINT Help program and learn more about commands, procedures, tools, and shortcuts. You can also use Help menu commands to get information about your current picture, your system, and the version of CorelPHOTO-PAINT you are using.

To choose a Help menu command, click Help and choose a command.

To learn how to use on-line help, choose Using Help from the Help menu in the CorelPHOTO-PAINT Help program.

Help Menu Commands

Index Lists topics you can choose from.

For Beginners Explains basic CorelPHOTO-PAINT information.

Commands Lists and explains CorelPHOTO-PAINT menus.

Procedures Lists topics that help you create, edit, view, and print pictures, use tools, work with files, and work with colors.

Shortcuts Explains shortcuts for choosing commands and selecting options.

Tools Explains how to use CorelPHOTO-PAINT tools.

System Info Displays information about your current picture, memory, disk space, and hardware.

For Beginners

Welcome to CorelPHOTO-PAINT's help for beginners.

If you're unfamiliar with the CorelPHOTO-PAINT program, choose from the topics listed below. For more help on CorelPHOTO-PAINT, choose a command from the CorelPHOTO-PAINT [Help menu](#), choose help in any dialog box, browse through the help system, and read the CorelPHOTO-PAINT User's Guide.

To learn about CorelPHOTO-PAINT Help features, point to the picture of the key and [press](#) the left mouse button.

To choose a Help topic with the mouse, point to words that have a solid underline. When your pointer becomes a hand, [click](#) the left mouse button. To read a glossary term, point to words with a dotted underline and press the left mouse button.

To choose a Help topic with the keyboard, tab to words that have a solid underline and press Enter. To read a glossary term, tab to words with a dotted underline and press and hold Enter.

To learn how to use Windows on-line help, choose Using Help from the Help menu in the CorelPHOTO-PAINT Help program. For help running Windows, check your Microsoft Windows User's Guide.

Help for Beginners

[Changing Your Tool Width and Shape](#)

[Finding and Selecting Tools](#)

[Scrolling](#)

[Selecting Tool Colors](#)

[Selecting Tool Settings](#)

[Using Filters](#)

[Using CorelPHOTO-PAINT Windows](#)

[Viewing Colors on Your Screen](#)

[Welcome to CorelPHOTO-PAINT](#)

[Working with Different Numbers of Colors](#)

Using CorelPHOTO-PAINT Windows

CorelPHOTO-PAINT keeps your [Toolbox](#), [Palette](#), and [Width & Shape workbox](#) in individual workboxes you can show, hide, and move for control of your desktop layout.

CorelPHOTO-PAINT loads pictures into [picture windows](#). The window's [title bar](#) displays the picture's name, magnification percentage, and the order in which it was opened or duplicated.

You can move, resize, and close a window, or reduce it to an [icon](#).

- To move a window to another location, [drag](#) the window's title bar.
- To resize a window, place your pointer on a window border. When your pointer becomes a double-sided arrow, drag to resize the window.
- To close, maximize, and minimize a window, choose appropriate commands from the window's [Control menu](#).

Related Topics

[Duplicate](#)

[Open Picture](#)

[Showing or Hiding Workboxes](#)

Scrolling

You use scroll bars to display parts of your picture that don't fit in the picture window and portions of lists that are out of view. You can also use the Hand to move a picture around a window. The Hand works like scroll bars, but it also lets you move diagonally.

Mini-scroll bars let you cycle through numeric fields in a dialog box instead of typing numbers.

To use a scroll bar: 

- Click a scroll arrow to move line-by-line.
- Press a scroll arrow to move continuously.
- Drag the scroll box to the general location you want to see.
- Click inside the scroll bar to move the scroll box to that location.

To use a mini-scroll bar: 

- Click a scroll arrow to increase or decrease numbers by single increments.
- Press a scroll arrow to continuously change numbers.
- Point to the middle of the scroll bar. When your pointer is a double-sided arrow with lines through the center, drag up or down to scroll through available values.

CorelPHOTO-PAINT Commands

You choose CorelPHOTO-PAINT commands from the menus that run across the top of the CorelPHOTO-PAINT desktop.

To choose a command, click the menu name in the menu bar and click the command you want. Some commands are on cascading menus

- File Menu You use File menu commands to start new pictures; load and save pictures; clear a picture window to the background color print pictures; select your printer and change printer options; and exit CorelPHOTO-PAINT.
- Edit Menu You use Edit menu commands to change the color format of pictures, apply filters, correct mistakes, copy or cut to the clipboard or to disk, paste from the clipboard or disk, and flip, rotate, invert and outline pictures or cutouts.
- Display Menu You use Display menu commands to zoom in or out on your picture, set the layout of your desktop, and clear the screen of everything except your picture.
- Font Menu You use Font menu commands to select fonts and to choose a different loaded font.
- Options Menu You use Options menu commands to adjust your palette, change tool shapes, adjust soft brush settings, load tile patterns, select startup preferences, and choose other program options.
- Window Menu You use Window menu commands to duplicate an opened picture, rearrange CorelPHOTO-PAINT picture windows, rearrange minimized pictures, and change your active picture.
- Help Menu You use Help menu commands to open the CorelPHOTO-PAINT Help program and learn more about commands, procedures, tools, and shortcuts. You can also use Help menu commands to get information about your current picture, your system, and the version of CorelPHOTO-PAINT you are using.
- Control Menu You use Control menu commands on the CorelPHOTO-PAINT program and picture windows to move, close, restore, and change the size of the window. A picture window Control menu also has the Image Info command and the Image Resolution command. Control menu commands on the CorelPHOTO-PAINT workboxes move and hide the workboxes. The Toolbox workbox Control menu also has the Layout command, and the Palette workbox Control menu also has the Fold/Unfold command.

CorelPHOTO-PAINT Procedures

<u>Editing a Picture</u>	Lists procedures for creating and improving pictures.
<u>Painting with CorelPHOTO-PAINT</u>	Lists procedures for using CorelPHOTO-PAINT tools.
<u>Printing</u>	Lists procedures for printing pictures.
<u>Retouching and Enhancing Pictures</u>	Lists procedures for using tools and filters to improve images.
<u>Working with Colors</u>	Lists procedures you use to work with different color formats, create colors and gradients, load and change palettes, and manipulate the colors in your pictures.
<u>Working with Files</u>	Lists procedures for working with CorelPHOTO-PAINT files.
<u>Working with Windows</u>	Lists procedures for working with windows in CorelPHOTO-PAINT.

CorelPHOTO-PAINT Shortcuts

CorelPHOTO-PAINT provides many shortcuts to help you work more efficiently. You will often find the use of accelerator keys and mouse double-clicks to be faster than choosing commands from menus. In addition, many CorelPHOTO-PAINT tools can be constrained so that you can draw perfect lines and geometric shapes.

Choose a topic below for more information.

[Keyboard Shortcuts](#)

[Double-click Shortcuts](#)

[Tool Constraints](#)

Keyboard Shortcuts

Use accelerator keys, shown beside some commands, to select a command. For example, use Ctrl+X to exit CorelPHOTO-PAINT. You can also hold down Alt and type the underlined letter in a menu and the underlined letter in the command. For example, use the following keys to cut, copy, and paste: Alt+E,T to cut, Alt+E,C to copy, Alt+E,P to paste.

CorelPHOTO-PAINT Keystrokes

This key...	...does this.
Alt+BkSp	undoes recent changes.
Alt+F4	closes CorelPHOTO-PAINT.
Arrow keys	moves a <u>cutout</u> one pixel at a time.
Ctrl+1	returns a picture to one-to-one view.
Ctrl+A	shows or removes the Width & Shape, Palette, and Toolbox workboxes.
Ctrl+D	duplicates the current picture.
Ctrl+F4	closes the current picture.
Ctrl+F6	switches to the next picture.
Ctrl+Ins	copies a <u>defined area</u> .
Ctrl+P	shows or removes the Palette workbox.
Ctrl+S	saves your picture.
Ctrl+T	shows or removes the Toolbox workbox.
Ctrl+W	shows or removes the Width & Shape workbox.
Esc	erases some tools' effects before you release the mouse button.
Shift+Del	cuts a defined area.
Shift+F4	tiles the windows on your CorelPHOTO-PAINT desktop.
Shift+F5	cascades the windows on your CorelPHOTO-PAINT desktop.
Shift+Ins	pastes a cutout from the clipboard.

Windows Keystrokes

This key...	...does this.
Alt+spacebar	opens the program <u>Control menu</u> .
Alt+up or down arrow	opens a <u>drop-down list</u> after you tab to the list box.
Arrow keys	moves within a list, display box, or group of choices in a dialog box.
Enter	chooses a highlighted command, selects an item from a list, and completes commands.
Esc	cancel a dialog box.
F1	opens the on-line Help system and displays the Index.
Shift+Tab	moves from one area to another in a dialog box in reverse order.
Spacebar	chooses a selection in a list or a check box option. Press the spacebar again to unselect the option.
Tab	moves from one area to another in a dialog box.

























Related Topics

[CorelPHOTO-PAINT Shortcuts](#)

Double-click Shortcuts

For some tools, double-clicking is a quick way to modify some CorelPHOTO-PAINT settings or to select some options.

Click the brush style button in the Width & Shape workbox to display the Select a Brush Style dialog box.

- | | |
|--|---|
|  Airbrush |  Local Undo |
|  Blend Paintbrush |  Magic Wand |
|  Box Selection |  Paint Roller |
|  Clone |  Paintbrush |
|  Color Replacer |  <u>Palette</u> colors |
|  Contrast |  Sharpen Paintbrush |
|  Paintbrush |  Smudge Paintbrush |
|  Control menu |  Spraycan |
|  Curve |  Tile Pattern Paint |
|  Eraser | Roller |
|  Fountain Pen |  Tint Paintbrush |
|  Gradient Paint |  Zoom |
| Roller | |
|  Line | |














Related Topics

[CorelPHOTO-PAINT Shortcuts](#)

[Tools](#)

Tool Constraints

For some tools, holding down Shift while you drag the mouse constrains the shape or direction of the effect. Press the spacebar to switch between horizontal and vertical constraint. Release the Shift key to use the tools normally.

- | | |
|--|---|
|  Airbrush |  Fountain Pen |
|  Box Selection |  Line tools |
|  Box tools |  Local Undo |
|  Clone |  Paintbrush |
|  Color Replacer |  Polygon tools |
|  Ellipse tools |  Scissors |
|  Eraser | |

Related Topics

[CorelPHOTO-PAINT Shortcuts](#)

[Tools](#)

Displaying System Information

You use System Info to read about your current picture, your display, and your printer. You can also see how much memory and disk space is installed and remains in your computer.

- Image** Shows you the size, resolution, and number of colors in your picture.
- Screen** Shows you the dpi your screen can display. The higher the number, the sharper your display.
- Printer** Shows you the name of the currently selected printer and the dpi the printer can print. The higher the number, the sharper your printout will be. You can change the selected printer and printer settings with Printer Setup.
- Computer Memory** Shows you how much memory and disk space is installed in your computer and how much remains. You can set virtual memory paths with Preferences.

Related Topics

Previewing a Picture

Trademarks and Tradenames

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Other product names mentioned may be trademarks or registered trademarks of their respective companies. Some trademarks may be registered in countries other than the U.S.

The Display Menu

You use Display menu commands to zoom in or out on your picture, set the layout of your desktop, and clear the screen of everything except your picture.

To choose a Display menu command, click Display and choose the command. Some commands are on cascading menus.

Display Menu Commands

<u>Zoom</u>	Magnifies or shrinks the active picture.
<u>100% (No Zoom)</u>	Returns a picture to one-to-one view.
<u>Zoom To Fit</u>	Shrinks or magnifies your picture to fit your CorelPHOTO-PAINT desktop.
<u>Workboxes</u>	Opens or closes the Width & Shape, Palette, and Toolbox workboxes.
<u>Full Screen</u>	Removes the title bar and menu bar from your screen and maximizes your desktop. You can edit a picture in Full Screen mode.
<u>Show Screen</u>	Removes everything but the active picture from your screen. You cannot edit a picture in Show Screen mode.
<u>Optimize Display</u>	Improves the on-screen look of your pictures if they contain more colors than your monitor supports.

Display Zoom Commands -- Zooming In and Out with the Zoom Commands

To shrink or magnify a picture: 

- Choose the Zoom percentage you want from the Display menu.
- If you zoom by 1600%, CorelPHOTO-PAINT displays a grid that shows individual pixels.

Related Topics

[100% \(No Zoom\)](#)

[Duplicate](#)


[Locator](#)

[Zoom To Fit](#)

[Zoom tool](#)

Display 100% (No Zoom) Command -- Viewing Your Picture with No Zoom

To return to 100% view:

- Choose 100% (No Zoom) from the Display menu. 

Related Topics

[Zoom To Fit](#)

[Zoom tool](#)

[Zooming In and Out with the Zoom Commands](#)

Display Zoom To Fit Command -- Zooming to Fit

To quickly display your entire picture:

- Choose Zoom to Fit. [📏](#)



Related Topics

[Zoom tool](#)

[Zooming In and Out with the Zoom Commands](#)

Display Workboxes Commands -- Showing or Hiding Workboxes

To show or hide workboxes: 

- Choose a Workboxes Show command to display the Width & Shape, Palette, or Toolbox workbox. Workboxes Show All displays all workboxes. 
- Choose a Workboxes Hide command to remove a workbox. Workboxes Hide All removes all workboxes. 

Related Topics

[Editing Your Picture Full Screen](#)

[Fold/Unfold](#)

[Layout](#)

Display Full Screen Command -- Editing Your Picture Full Screen

To edit your picture full screen: 

1. Choose Full Screen.
2. Click the double arrows on the right side of the help bar or press Ctrl+F to return to normal view.


Related Topics

[Showing or Hiding Workboxes](#)

[Viewing Only Your Picture](#)

Display Show Screen Command -- Viewing Only Your Picture

To view only the picture: 

1 Choose OK to view your active picture full-screen. 

2 Press Esc to return to the normal CorelPHOTO-PAINT screen.

Related Topics

[Editing Your Picture Full Screen](#)

[Showing or Hiding Workboxes](#)

Display Optimize Display Command -- Optimizing Your Display

To enhance your screen display:

- Select Optimize Display. [+](#)

Related Topics

[Selecting Preferences](#)

The Options Menu

You use Options menu commands to change your palette, change tool shapes and settings, load a tile pattern, select startup preferences, and choose other program options.

To choose an Options menu command, click Options and choose the command. Some commands are on cascading menus.

Options Menu Commands

<u>Brush Style</u>	Changes the shape and size of all paintbrush tools and the Airbrush, Clone, Color Replacer, Curve, Eraser, Fountain Pen, Line, and Local Undo tools.
<u>Color Tolerance</u>	Specifies a color range to fill, select, or replace with the paint roller tools, Magic Wand and Color Replacer.
<u>Gradient Type</u>	Changes the direction and brightness of the gradient for the Gradient Paint Roller.
<u>Palette All Colors</u>	Adjusts all colors in the palette.
<u>Palette Color Picker</u>	Adjusts individual colors in a <u>palette</u> .
<u>Palette Range of Colors</u>	Creates gradations of colors in a palette.
<u>Palette Single Colors</u>	Adjusts individual colors in a palette.
<u>Palette Open Palette</u>	Loads a palette previously saved to disk.
<u>Palette Save As Palette</u>	Saves a palette to disk.
<u>Preferences</u>	Adjusts some settings for program startup, context sensitive help, CorelPHOTO-PAINT's virtual memory path, and the unit of measure.
<u>Soft Brush Settings</u>	Adjusts the effects of the "soft" tools.
<u>Tile Pattern</u>	Loads a picture from disk or the clipboard to use with the Tile Pattern Paint Roller tool.

Options Brush Style Command -- Changing Your Brush Style

To change the brush style: 

1. Click a shape.
2. Click Set Size to change the tool width.
3. Choose OK.

Related Topics

Tools

Setting Your Tool Width

To set your drawing width in the Set the Drawing Width dialog box:


1. Select a Units option. 
2. Use the Drawing width mini-scroll bar to change your tool width.
3. Choose OK.

Related Topics

[Changing Your Brush Style](#)

Options Color Tolerance Command -- Specifying Color Tolerance

To specify colors to fill, replace, or select:

1. Use the mini-scroll bars to select a color tolerance range. 
2. Choose OK.

Related Topics

[Color Replacer](#)

[Gradient Paint Roller](#)

[Magic Wand](#)


[Paint Roller](#)

[Tile Pattern Paint Roller](#)

[Working with Different Numbers of Colors](#)

Options Gradient Type Command -- Changing the Direction of Your Gradient

To change the gradient's effect: 

1. Click a gradient direction.
2. Use the mini-scroll bar to select an amount of brightness. 
3. Choose OK.

Related Topics

[Gradient Paint Roller](#)




[Palette Open Palette](#)

[Palette Range of Colors](#)

[Working with Different Numbers of Colors](#)

Options Palette Color Picker Command -- Adjusting Individual Colors

To adjust the selected primary color: 

1. Select a color model from the Model drop-down list. 
2. Select a channel from the Channel drop-down list.
3. Adjust the selected channel level with the Color Slider. 
4. Choose Show Colors to see the available colors in the Color Refiner box.
5. Click on the color you want within the Color Refiner box. 
6. Choose OK.

Related Topics

[Convert To](#)

[Mixing RGB Colors](#)

[Palette All Colors](#)

[Palette Open Palette](#)

[Palette Range of Colors](#)




[Palette Save As Palette](#)

[Palette Single Colors](#)

[Working with Different Numbers of Colors](#)

Options Palette All Colors Command -- Changing All the Colors in Your Picture

To adjust the entire palette: 

1. Drag the Brightness and Contrast arrows to adjust the palette. 
2. Adjust color settings in the Color box. 
3. Choose OK. 

Related Topics

[Convert To](#)

[Palette Open Palette](#)

[Palette Range of Colors](#)




[Palette Save As Palette](#)

[Palette Single Colors](#)

[Working with Different Numbers of Colors](#)

Options Palette Single Colors Command -- Creating a New Color

To change an individual color: 

1. Choose a primary color.
2. Select a color model from the Model drop-down list. 
3. Adjust the color values. 
4. Choose OK. 

Related Topics

[Convert To](#)

[Mixing RGB Colors](#)

[Palette All Colors](#)

[Palette Color Picker](#)

[Palette Open Palette](#)






[Palette Range of Colors](#)

[Palette Save As Palette](#)

[Working with Different Numbers of Colors](#)

Options Palette Range of Colors Command -- Creating a Range of Colors

To create a range of colors: 

1. Choose the colors you want to change. 
2. Select a color model from the Model drop-down list. 
3. Use the mini-scroll bars to adjust the color values. 
4. Click Build Range. 
5. Choose OK. 

Related Topics

[Convert To](#)

[Mixing RGB Colors](#)

[Palette All Colors](#)

[Palette Color Picker](#)

[Palette Open Palette](#)


[Palette Save As Palette](#)

[Palette Single Colors](#)

[Working with Different Numbers of Colors](#)

Options Palette Open Palette Command -- Loading a Palette

To open a previously saved palette: 

1. Select the drive and directory you want. 
2. Click a file in the File Name list box.
3. Choose OK.

Related Topics

[Convert To](#)

[Palette Save As Palette](#)


[Selecting Tool Colors](#)

[Selecting Tool Settings](#)

[Working with Different Numbers of Colors](#)

Options Palette Save As Palette Command -- Saving a Palette

To save a palette:

1. Select the drive and directory you want. 
2. Type a name for the palette in the File Name text box.
3. Choose OK.

Related Topics

[Convert To](#)

[Palette Open Palette](#)

[Selecting Tool Colors](#)

[Selecting Tool Settings](#)

[Working with Different Numbers of Colors](#)

Mixing RGB Colors

Below is a list of RGB values for common colors. Color values are listed in the order you adjust them: Red, Green, and then Blue. Each value is separated by a comma.

To mix colors for a gray scale picture, first convert the picture to a 256 Color or 24 Bit Color picture.

If the colors don't look right, you can adjust the brightness of your pictures on-screen with the Monitor Gamma option in the Preferences dialog box.

Red

Dark: 85, 0, 0
Medium: 170, 0, 0
Bright: 255, 0, 0
Light: 255, 85, 85
Brick: 160, 64, 64
Cherry: 255, 0, 85
Maroon: 192, 0, 80
Pink: 255, 170, 170
Salmon: 255, 144, 128
Violet-Red: 255, 0, 170

Cyan (Blue-Green)

Dark: 0, 85, 85
Medium: 0, 170, 170
Bright: 0, 255, 255
Light: 85, 255, 255
Aquamarine: 160, 255, 224
Blue-Green: 0, 255, 170
Green-Blue: 0, 128, 112
Pale: 170, 255, 255
Turquoise: 0, 176, 160

Gray

Black: 0, 0, 0
Very Dark: 64, 64, 64
Dark: 85, 85, 85
Medium: 128, 128, 128
Light: 170, 170, 170
Very Light: 213, 213, 213
White: 255, 255, 255
Silver: 208, 208, 224

Purple

Dark: 43, 0, 85
Medium: 85, 0, 170
Bright: 128, 0, 255
Light: 128, 85, 255
Violet: 96, 0, 112
Lavender: 213, 170, 255
Plum: 160, 0, 112

Green

Dark: 0, 85, 0
Medium: 0, 170, 0
Bright: 0, 255, 0
Light: 170, 255, 170
Forest: 85, 170, 0
Grass: 0, 176, 112
Lime: 170, 255, 85
Olive: 120, 144, 0
Pine: 43, 85, 0
Sea Green: 170, 255, 255
Spring Green: 208, 255, 160
Yellow-Green: 192, 255, 0

Earhtones

Dark Brown: 128, 64, 0
Brown: 176, 80, 0
Burnt Sienna: 176, 64, 0
Copper: 176, 96, 64
Indian Red: 144, 0, 0
Mahogany: 192, 64, 0
Raw Sienna: 176, 96, 0
Raw Umber: 144, 96, 0
Rust: 160, 80, 48
Sepia: 144, 64, 0
Tan: 255, 144, 96

Magenta (Red-Violet)

Dark: 85, 0, 85
Medium: 170, 0, 170
Bright: 255, 0, 255
Light: 255, 85, 255
Mulberry: 170, 0, 85
Orchid: 255, 85, 170
Pale: 255, 170, 255
Red Violet: 255, 0, 160

Yellow

Dark: 85, 85, 0
Medium: 170, 170, 0
Bright: 255, 255, 0
Light: 255, 255, 170
Amber: 255, 170, 0
Cream: 255, 255, 208
Gold: 176, 112, 64
Goldenrod: 255, 176, 0
Green-Yellow: 170, 255, 0
Lemon: 255, 255, 85
Maize: 255, 176, 112
Orange-Yellow: 255, 208, 0

Blue

Dark: 0, 0, 85
Medium: 0, 0, 170
Bright: 0, 0, 255
Light: 85, 85, 255
Baby Blue: 170, 170, 255
Blue-Gray: 144, 144, 160
Cobalt Blue: 96, 80, 208
Cornflower: 170, 170, 255
Navy: 0, 0, 128
Periwinkle: 224, 208, 255
Sky Blue: 85, 170, 255
Violet Blue: 170, 0, 255

Flesh



Dark: 170, 85, 85
Medium: 255, 170, 170
Light: 255, 192, 192
Apricot: 255, 224, 192
Peach: 255, 208, 192

Orange

Dark: 128, 85, 0
Medium: 170, 113, 0
Bright: 255, 170, 0
Light: 255, 170, 85
Bittersweet: 255, 112, 80
Burnt Orange: 224, 96, 0
Melon: 255, 128, 112
Orange-Red: 255, 80, 0
Tangerine: 255, 112, 0
Yellow-Orange: 255, 144, 0

Options Preferences Command -- Selecting Preferences








To change CorelPHOTO-PAINT settings:

1. Choose the options you want. 
2. Click Memory Options to set up or disable virtual memory.
3. Click Monitor Gamma to change how bright your pictures appear on-screen.
4. Click VGA Palette to try to view more levels of gray. 
5. Choose OK.
6. Exit Windows and restart the program for the changes to take effect.

Related Topics

Optimize Display

Preferences Dialog Box Options

-  At Startup
-  Units
-  Display Help Bar
-  Keep Thumbnail Files
-  Monitor Gamma
-  VGA Palette
-  Memory Options

Related Topics

[Adjusting the On-screen Brightness of Your Pictures](#)

[Preferences](#)

[Selecting Memory Options](#)

[Viewing More Levels of Gray](#)

Adjusting the On-screen Brightness of Your Pictures

To adjust how your pictures look on-screen: [↓](#)

1. Use the Monitor Gamma [mini-scroll bar](#) to select a number from 1.0 to 2.0. [↓](#)
2. Choose OK.

Related Topics



[Optimize Display](#)

[Preferences](#)

[Viewing More Levels of Gray](#)

Viewing More Levels of Gray

To view more grays on a VGA monitor:

1. Save all work.
2. Choose Test Hardware. 
3. Choose Use VGA Hardware Palette if the test worked.
4. Choose OK.
5. Exit Windows and restart CorelPHOTO-PAINT to make the VGA Hardware Palette option take effect. 

Related Topics





[Adjusting the On-screen Brightness of your Pictures](#)

[Optimize Display](#)

[Preferences](#)

Selecting Memory Options

To setup virtual memory:


1. Select Enable Virtual Memory. 
2. Type a number in the Min KB text box. 
3. Type a number in the Max KB text box. 
4. Specify the Virtual Memory Path. 
5. Choose OK.

Related Topics

[Preferences](#)

Options Soft Brush Settings Command -- Adjusting Soft Brushes

To adjust soft brush settings: 

1. Adjust the options you want. 
2. Choose OK.

Related Topics

[Airbrush](#)

[Clone](#)

[Paintbrush](#)

[Smear Paintbrush](#)

Soft Brush Settings Dialog Box Options

-  Edge
-  Density
-  Transparency
-  Fade Out
-  Spacing
-  Rate Of Flow
-  Rubber Stamp

Related Topics

[Airbrush](#)

[Clone](#)




[Paintbrush](#)

[Smear Paintbrush](#)

[Soft Brush Settings](#)

Options Tile Pattern Command -- Opening a Tile Pattern

To open a tile pattern:

1. Select a File Type option. 
2. Select the drive and directory you want. 
3. Click a file in the File Name list box. 
4. Choose OK.

Related Topics

[Previewing a Picture](#)

[Save As](#)

[Tile Pattern Paint Roller](#)

The Window Menu

You use Window menu commands to rearrange CorelPHOTO-PAINT picture windows rearrange minimized pictures, duplicate a picture, and change the active picture

To choose a Window menu command, click Window and choose the command you want.

To change your active picture click the Window menu and choose a different picture from the picture list. For more information see Activating a Picture Window.

Window Menu Commands

Cascade Layers CorelPHOTO-PAINT picture windows so each title bar is visible.


Tile Arranges CorelPHOTO-PAINT picture windows in equal sizes to fit on your screen.

Arrange Icons Arranges minimized pictures across the bottom of the CorelPHOTO-PAINT desktop.

Duplicate Duplicates pictures so you can see changes at different magnifications while you edit a picture.

Window Cascade Command -- Cascading Your Picture Windows

To layer your picture windows:

- Choose Cascade from the Window menu. 


Related Topics

[Activating a Picture Window](#)

[Tiling Your Picture Windows](#)

Window Tile Command -- Tiling Your Picture Windows

To arrange your picture windows:

- Choose Tile from the Window menu. 


Related Topics

[Activating a Picture Window](#)

[Cascading Your Picture Windows](#)

Window Arrange Icons Command -- Arranging Your Picture Icons

To arrange picture icons:

- Choose Arrange Icons from the Window menu. 


Activating a Picture Window

To activate a picture:

- Click the name of the picture on the Window menu picture list or click the title bar of the picture.

Window Duplicate Command -- Viewing a Picture in Multiple Views

To duplicate a picture: 

- Choose Duplicate from the Window menu. 

Related Topics

[Locator](#)

[Zoom tool](#)

[Zooming In and Out with the Zoom Commands](#)

The Control Menu

You use Control menu commands on the CorelPHOTO-PAINT program and picture windows to move, close, restore, and change the size of the window. These commands are standard Windows commands. A picture window Control menu also has the Image Info command and the Image Resolution command.

You use Control menu commands on the CorelPHOTO-PAINT workboxes to move and hide the workboxes. The Toolbox workbox Control menu also has the Layout command, and the Palette workbox Control menu also has the Fold/Unfold command.

Point to a topic below and click for more information about the Control menu commands unique to CorelPHOTO-PAINT.

Control Menu Commands

Image Info Displays information about the picture.


Image Resolution Changes the resolution of the picture.

Layout Allows you to change the width and height of the Toolbox and to group or ungroup the tools.

Fold/Unfold Allows you to fold or unfold the Palette workbox.

Image Info Command -- Displaying Picture Information

To view information about a picture:

1. Read the information about your image. 
2. Choose OK to return to your picture.


Related Topics

[Image Resolution](#)

[System Info](#)

Image Resolution Command -- Adjusting Image Resolution

To adjust the resolution of an image for printing:

1. Use the mini-scroll bars to adjust the resolution. 
2. Choose OK to return to your picture.



Related Topics

[Image Info](#)

[Print](#)

Layout Command -- Laying Out the Toolbox

To change your Toolbox layout:

1. Click the Control menu box on the Toolbox.
2. Choose Layout Ungroup or Layout Group. 
3. Choose a column or row command to lay out your Toolbox. 

Related Topics


[Finding and Selecting Tools](#)

[Showing or Hiding Workboxes](#)

Fold/Unfold Command -- Folding and Unfolding the Palette

To fold or unfold your Palette:

1. Click the Control menu box of the Palette.

2. Choose Fold or Unfold. 

- Unfold displays all the colors or settings available in your Palette.



- Fold displays only the color selection box.



Related Topics

Selecting Tool Colors

Selecting Tool Settings

Showing or Hiding Workboxes

Viewing Colors on Your Screen

CorelPHOTO-PAINT provides device independence so you can load and edit images that have more colors than your monitor supports. CorelPHOTO-PAINT simulates colors not supported by your monitor and retains all the original details and colors in your picture.

- To adjust how bright your pictures appear on-screen, use the Monitor Gamma option. See [Adjusting the On-screen Brightness of Your Pictures](#).
- To enhance how simulated colors appear on-screen, use [Optimize Display](#).
- If your VGA driver supports fewer than 16 levels of gray, you may be able to use CorelPHOTO-PAINT's VGA Hardware Palette option to improve the on-screen appearance of gray scale pictures. For more information see [Viewing More Levels of Gray](#).

Related Topics

[Working with Different Numbers of Colors](#)

Working with Different Numbers of Colors

CorelPHOTO-PAINT supports 24 Bit Color, 256 Color, Gray Scale, and Black and White pictures. A picture with fewer than 256 colors or grays is automatically converted to 256 Color when you open it. A 32 bit picture is automatically converted to 24 Bit Color when you open it.

You can create and edit pictures that contain more colors than your hardware supports without losing original detail. CorelPHOTO-PAINT simulates colors on-screen that your monitor doesn't support, giving you device independence.

Following is general information about working with pictures. For more specific color information, [click](#) one of the Related Topics.

- Use [Convert To](#) to convert a picture to another color format. If you plan to use the picture with a device or application that requires a specific format, you can convert the picture, edit it, and then convert it to the format you need.
- To optimize how CorelPHOTO-PAINT simulates colors on-screen, use [Optimize Display](#).
- To adjust how bright your pictures appear on-screen, use the [Preferences](#) command and adjust your [Monitor Gamma](#).
- Filters work best with 24 Bit Color and Gray Scale pictures. For more information, see [Using Filters](#).
- [Retouch tools](#) work best with 24 Bit Color and Gray Scale pictures.
- Some commands and tools are available only with 24 Bit Color or Gray Scale pictures. Commands that are unavailable for the format you are using are dimmed and cannot be selected. When you try to use a tool that is unavailable for the format you are using, you receive an error message.

Related Topics

[Working with 24 Bit Color Pictures](#)

[Working with 256 Color Pictures](#)

[Working with Black and White Pictures](#)

[Working with Gray Scale Pictures](#)

Working with Black and White Pictures

A black and white picture is made up of only black and white. Grays are made up of individual dots of black and white. This mode is useful if you want high contrast Black and White pictures.

You can create, open, save, and edit black and white pictures with CorelPHOTO-PAINT.

- If you convert a picture to Black and White, you can choose a conversion type.
- If you want to colorize a Black and White picture or take advantage of more options and tools, you can convert the picture to another color format.
- Black and White requires the least amount of memory.
- The following painting tools are not available for Black and White pictures: Airbrush, Color Replacer, Eyedropper, and Paintbrush.
- The only available retouch tool is the Smudge Spraycan.
- The only available filter is Remove Spots.
- You can open black and white pictures in the following formats: BMP, GIF, MSP, PCX, and TIFF.
- You can save black and white pictures in the following formats: BMP, EPS, GIF, PCX, and TIFF.

Related Topics

[Working with Different Numbers of Colors](#)

Working with Gray Scale Pictures

A Gray Scale picture is made up of 256 solid grays. This mode is useful if you do not want to add color to your picture.

You can create, open, save, and edit Gray Scale pictures with CorelPHOTO-PAINT. Grays not supported by your monitor are simulated on-screen, and the original detail is retained in your picture.

- When you convert a Gray Scale picture to color, the picture remains gray, but you can add colors.
- If you use a VGA driver that displays fewer than 16 levels of gray, you may be able to use CorelPHOTO-PAINT's VGA Hardware Palette option to increase the number of grays displayed on-screen.
- All filters and tools are available.
- You can open Gray Scale pictures in the following formats: BMP, GIF, PCX, TARGA, and TIFF.
- You can save Gray Scale pictures in the following formats: BMP, EPS, GIF, PCX, TARGA, and TIFF.
- Gray Scale pictures require less memory than 24 Bit Color pictures.

Related Topics

[Adjusting the On-screen Brightness of Your Pictures](#)

[Optimize Display](#)

[Working with Different Numbers of Colors](#)

Working with 256 Color Pictures

A 256 Color picture is made up of 256 solid colors. This mode is useful if you are creating pictures to view on-screen or if you don't have enough memory for 24 Bit Color pictures. CorelPHOTO-PAINT automatically converts a picture with fewer than 256 colors to 256 Color when you open it.

You can create, open, save, and edit 256 Color pictures with CorelPHOTO-PAINT. Colors not supported by your monitor are simulated on-screen and the original detail is retained in your picture.

- The color set in the palette of a 256 Color picture defines the colors available for your picture.
- You can use Palette commands to adjust a single color, range of colors, or all the colors in your palette. However, the picture will also change.
- The following tools are not available for 256 Color pictures: Paintbrush, Airbrush, Blend Paintbrush, Sharpen Paintbrush, and Smear Paintbrush.
- The Clone soft brush settings are not used with 256 Color pictures.
- The following filters are not available for 256 Color pictures: Add Noise, Blend, Diffuse, Edge Detect, Emboss, Motion Blur, and Sharpen.
- You can open 256 Color pictures in the following formats: BMP, GIF, PCX, TARGA, and TIFF.
- You can save 256 Color pictures in the following formats: BMP, EPS, GIF, PCX, TARGA, and TIFF.
- To take advantage of all the filters and tools, speed up the retouch tools' response time, and use other color options unavailable for 256 Color pictures, use Convert To to convert your picture to 24 Bit Color.

Related Topics

[Adjusting the On-screen Brightness of Your Pictures](#)

[Optimize Display](#)

[Working with Different Numbers of Colors](#)

Working with 24 Bit Color Pictures

A 24 Bit Color picture is made up of 16,777,216 colors, providing better detail and depth than other color modes. [Retouch tools](#) and filters also work best in 24 Bit Color mode. You can paste pictures without changing their colors.

You can [create](#), [open](#), [save](#), and edit 24 Bit Color pictures with CorelPHOTO-PAINT. Colors not supported by your monitor are simulated on-screen, and the original detail is retained in your picture.

- The color set in the [Palette](#) of a 24 Bit Color picture displays 256 of the 16.7 million colors available.
- To change the colors displayed in the color set for easy access: [double-click](#) a color in the palette; use any of the Palette commands, or pick up a color from your picture with the [Eyedropper](#).
- You can use the Optimize Display command to change the look of 24 Bit Color pictures on-screen.
- All of the filters and tools are available with 24 Bit Color pictures.
- You can open 24 Bit Color pictures in the following formats: BMP, PCX, TARGA, and TIFF.
- You can save 24 Bit Color pictures in the following formats: BMP, EPS, PCX, TARGA, and TIFF.
- To use your picture with a device or application that does not support 24 Bit Color, use [Convert To](#) to convert the picture to the color mode you need.

Related Topics

[Adjusting the On-screen Brightness of Your Pictures](#)

[Optimize Display](#)

[Working with Different Numbers of Colors](#)

Retouching and Enhancing Pictures

[Adding Texture to Your Picture](#)

[Adjusting Individual Colors](#)

[Adjusting Soft Brushes](#)

[Blending Freehand](#)

[Blending with the Blend Filter](#)

[Brightening Freehand](#)

[Brushing Freehand](#)

[Changing All the Colors in Your Picture](#)

[Changing Contrast Freehand](#)

[Changing the Direction of Your Gradient](#)

[Changing Your Highlights and Shadows](#)

[Cleaning Up an Image](#)

[Creating a Motion Effect in Your Picture](#)

[Creating a New Color](#)

[Creating a Range of Colors](#)

[Diffusing Your Picture](#)

[Embossing Your Picture](#)

[Enhancing Edges](#)

[Filling an Area with a Gradient](#)

[Filling an Area with a Tile Pattern](#)

[Fine-Tuning with the Color/Gray Map Filter](#)

[Loading Response Curve Settings](#)

[Pixelating Your Picture](#)

[Replacing One Area with Another Freehand](#)

[Saving Response Curve Settings](#)

[Selecting Tool Colors](#)

[Selecting Tool Settings](#)

[Setting Your Tool Width](#)

[Shading with the Airbrush](#)

[Sharpening Freehand](#)

[Sharpening with the Sharpen Filter](#)

[Smearing Colors Freehand](#)

[Smudging Freehand](#)

[Tinting Freehand](#)

[Using Filters](#)

Related Topics

[Editing a Picture](#)

[Glossary](#)

[Painting with CorelPHOTO-PAINT](#)

[CorelPHOTO-PAINT Tools](#)

Editing a Picture

[Adding Text to Your Picture](#)

[Adjusting Soft Brushes](#)

[Brushing Freehand](#)

[Changing Your Font](#)

[Copying to the Clipboard](#)

[Cutting to the Clipboard](#)

[Defining a Polygonal Area](#)

[Defining a Rectangular Area](#)

[Defining an Irregular Area](#)

[Defining Areas with Similar Colors](#)

[Deleting Portions of Your Picture](#)

[Editing Your Picture Full Screen](#)

[Erasing Parts of Your Picture](#)

[Flipping, Rotating and Resizing](#)

[For Beginners](#)

[Inverting Colors in Your Picture](#)

[Making a Mirror Image](#)

[Manipulating Defined Areas](#)

[Moving Areas of Your Picture into View](#)

[Opening an Existing Picture](#)

[Outlining Shapes in Your Picture](#)

[Pasting from Disk](#)

[Pasting from the Clipboard](#)

[Saving Portions of Your Picture to Disk](#)

[Selecting Fonts](#)

[Setting Your Tool Width](#)

[Shading with the Airbrush](#)

[Smearing Colors Freehand](#)

[Starting a New Picture](#)

[Turning Your Picture on Its Side](#)

[Turning Your Picture Upside Down](#)

[Undoing Changes to Your Picture](#)

[Undoing Some Changes](#)

[Using Filters](#)

[Viewing a Picture in Multiple Views](#)

[Viewing the Same Area in Multiple Windows](#)

[Zooming In and Out with the Zoom Commands](#)

[Zooming In and Out with the Zoom Tool](#)

[Zooming to Fit](#)

Related Topics

[Glossary](#)

[Painting with CorelPHOTO-PAINT](#)

CorelPHOTO-PAINT Tools

Retouching and Enhancing Pictures

The Edit Menu

Printing

[Adjusting Image Resolution](#)

[Printing a Picture](#)

[Selecting Preferences](#)

[Setting Up Your Printer](#)

Related Topics

[Glossary](#)

Painting with CorelPHOTO-PAINT

[Adjusting Soft Brushes](#)
[Brushing Freehand](#)
[Changing Your Brush Style](#)
[Changing Your Tool Width and Shape](#)
[Drawing a Filled Box](#)
[Drawing a Filled Ellipse/Circle](#)
[Drawing a Filled Polygon](#)
[Drawing a Filled Rounded Box](#)
[Drawing a Hollow Box](#)
[Drawing a Hollow Ellipse/Circle](#)
[Drawing a Hollow Polygon](#)
[Drawing a Hollow Rounded Box](#)
[Drawing Freehand Shapes](#)
[Drawing Single and Joined Curves](#)
[Drawing Single and Joined Lines](#)
[Erasing Parts of Your Picture](#)
[Filling an Area with a Gradient](#)
[Filling an Area with a Tile Pattern](#)
[Filling an Area with Color](#)
[Finding and Selecting Tools](#)
[Laying Out the Toolbox](#)
[Moving Areas of Your Picture into View](#)
[Opening a Tile Pattern](#)
[Picking Up a Color from the Screen](#)
[Replacing One Area with Another Freehand](#)
[Replacing One Color with Another](#)
[Selecting Tool Colors](#)
[Selecting Tool Settings](#)
[Setting Your Tool Width](#)
[Shading with the Airbrush](#)
[Smearing Colors Freehand](#)
[Smudging Freehand](#)
[Specifying Color Tolerance](#)
[Splattering Color with the Spraycan](#)
[Viewing the Same Area in Multiple Windows](#)

Related Topics

[Editing a Picture](#)
[Glossary](#)
[CorelPHOTO-PAINT Tools](#)
[Retouching and Enhancing Pictures](#)

Working with Colors

[Adjusting Individual Colors](#)

[Adjusting the On-screen Brightness of Your Pictures](#)

[Changing All the Colors in Your Picture](#)

[Changing Color Formats](#)

[Changing the Direction of Your Gradient](#)

[Clearing Your Picture to the Background Color](#)

[Creating a New Color](#)

[Creating a Range of Colors](#)

[Inverting Colors in Your Picture](#)

[Loading a Palette](#)

[Mixing RGB Colors](#)

[Optimizing Your Display](#)

[Picking Up a Color from the Screen](#)

[Replacing One Color with Another](#)

[Saving a Palette](#)

[Selecting Tool Colors](#)

[Selecting Tool Settings](#)

[Shading with the Airbrush](#)

[Smearing Colors Freehand](#)

[Specifying Color Tolerance](#)

[Tinting Freehand](#)

[Viewing Colors on Your Screen](#)

[Viewing More Levels of Gray](#)

[Working with 24 Bit Color Pictures](#)

[Working with 256 Color Pictures](#)

[Working with Black and White Pictures](#)

[Working with Different Numbers of Colors](#)

[Working with Gray Scale Pictures](#)

Related Topics

[Glossary](#)

Working with Files

[Changing Color Formats](#)

[Closing a Picture](#)

[Displaying Picture Information](#)

[Loading a Palette](#)

[Loading Response Curve Settings](#)

[Opening a Tile Pattern](#)

[Opening an Existing Picture](#)

[Previewing a Picture](#)

[Saving a Palette](#)

[Saving a Picture with a New Name](#)

[Saving a Picture with Save](#)

[Saving Response Curve Settings](#)

[Selecting Preferences](#)

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Related Topics

[Glossary](#)

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Working with Windows

[Activating a Picture Window](#)

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[Cascading Your Picture Windows](#)

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[Editing Your Picture Full Screen](#)

[Exiting CorelPHOTO-PAINT](#)

[Folding and Unfolding the Palette](#)

[Laying Out the Toolbox](#)

[Opening an Existing Picture](#)

[Scrolling](#)

[Selecting Memory Options](#)

[Selecting Preferences](#)

[Showing or Hiding Workboxes](#)

[Tiling Your Picture Windows](#)

[Using CorelPHOTO-PAINT Shortcuts](#)

[Using CorelPHOTO-PAINT Windows](#)

[Viewing a Picture in Multiple Views](#)

[Viewing Only Your Picture](#)

[Viewing the Same Area in Multiple Windows](#)

[Viewing Your Picture with No Zoom](#)

Related Topics

[For Beginners](#)

[Glossary](#)

[The Window Menu](#)

CCapture Utility

CorelPHOTO-PAINT has a screen capture utility you can use to capture areas of your screen.

CCapture: Takes over your Windows screen capture functions so you can capture all or part of your screen and keep your colors intact!

See the Reference section of your CorelPHOTO-PAINT User's Guide for more about CCapture.

- Choose Clipboard to load the contents of the Windows clipboard.
- To use a file from disk, follow the steps below.

- Click Info to preview and read information about the picture.

- Choose Yes to save changes.
- Choose No to cancel changes.
- Choose Cancel to continue working.

- The cutout is replaced by the background color.

- If you paste into a 256 Color or Gray Scale picture and the cutout contains colors not included in the palette, the cutout's colors change.
- The cutout's colors do not change if you first convert the picture to 24 Bit Color or load a more compatible palette.

- The cutout appears in the upper left corner of your picture, enclosed by the Gadget Box.

- You can manipulate a cutout until you paste it.

- Use Copy to store a defined area on the clipboard without cutting it from the picture.
- Use Cut to cut and store a defined area on the clipboard.
- Use Delete to delete a defined area and preserve the contents of the clipboard.

- Do not choose the .EPS format until you finish making changes to your picture.

- Select 16 Color/Gray Scale to save with 16 colors.
- If you open the picture again, Photo Finish converts the picture to 256 colors.
- Use File Save As to save the picture again in 16 Color/Gray Scale.

- You can use this filter or tool with Gray Scale and 24 Bit Color pictures.
- Use Convert To to change the color mode if this filter or tool is not available.

- You can use this filter or tool with Gray Scale, 256 Color, and 24 Bit Color pictures.
- Use Convert To to change the color mode if this filter or tool is not available.

- The higher the number, the greater the effect.

- Choose Screen Preview if it is available to see how changes may alter your picture.

- To display a workbox, choose a Workboxes Show command from the Display menu.
- To quickly display the Toolbox workbox, press Ctrl+T.
- To quickly display the Width & Shape workbox, press Ctrl+W.
- To quickly display the Palette workbox, press Ctrl+P.

- The area you click centers in the picture window.

- To see changes occur in other zoom views, duplicate the picture and adjust the zoom levels. Use the Locator tool to display the same area in all copies.

- Use the Locator tool to quickly display the same area in all windows that contain the same duplicates.

- Click the left mouse button to choose the primary color.
- Click the right mouse button to choose the secondary color.
- Hold down Shift and click the left mouse button to choose the background color.

- The Box Selection, Magic Wand, Lasso, and Scissors may be grouped in the Toolbox. Press the left mouse button on the triangle in the bottom right corner of the current tool. When the available tools appear, drag the mouse to the tool you want, and release the mouse button.

- You can manipulate the defined area.

- Use Undo to cancel all changes made since the last time you chose a tool or command.
- Use Local Undo to cancel only some changes made since the last time you chose a tool or command.

- The Paint Roller, Tile Pattern Paint Roller, and Gradient Paint Roller may be grouped in the Toolbox. Press the left mouse button on the triangle in the bottom right corner of the current tool. When the available tools appear, drag the mouse to the tool you want and release the mouse button.

- Completely enclose the area you are filling or the color "leaks out." If this happens, choose Undo and zoom in to fix any "holes" in the border.
- You may have to adjust color tolerance to control color leaking.

- The primary color is used for the border of hollow or filled shapes.
- The secondary color is used inside filled shapes.

- Click the shape button in the Width & Shape workbox to quickly change the shape.
- Type numbers or use the mini-scroll bar in the Width & Shape workbox to change the tool's size.

- The Line and Curve may be grouped in the Toolbox. Press the left mouse button on the triangle in the bottom right corner of the current tool. When the available tools appear, drag the mouse to the tool you want and release the mouse button.

- To draw joined curves or lines, draw your first curve or line. (Do not paste the curve.) Point to where you want the second curve or line to end and click the right mouse button.
- To draw rays joined at a single point, draw the first curve or line. (Do not paste the curve.) Point to where you want the second curve or line to end, hold down Ctrl, and click the right mouse button.

- The Hollow Box, Hollow Rounded Box, Hollow Ellipse/Circle, and Hollow Polygon may be grouped in the Toolbox. Press the left mouse button on the triangle in the bottom right corner of the current tool. When the available tools appear, drag the mouse to the tool you want and release the mouse button.

- The Filled Box, Filled Rounded Box, Filled Ellipse/Circle, and Filled Polygon may be grouped in the Toolbox. Press the left mouse button on the triangle in the bottom right corner of the current tool. When the available tools appear, drag the mouse to the tool you want and release the mouse button.

- If you want a filled shape without a border, set the width to 0.

- Hold down Shift while you drag to constrain the tool to a circle.
- To draw concentric ellipses or circles, draw your first ellipse or circle. Then, press the right mouse button and drag to draw the others.

- Hold down Shift while you drag to constrain the tool vertically or horizontally.
- To change the level of the effect, select a different level from the Palette.
- Repeated brushes have no effect unless you save the changes. To save the changes, click the tool and brush again.

- The secondary color begins gradients.
- The background color ends gradients.
- To create a smoother gradient in 256 Color pictures, use Palette Range of Colors or load another palette and adjust your colors so they have the same hue.
- You can also convert your picture to 24 Bit Color to get smoother gradients.

- Use the Box Selection, Magic Wand, Lasso, or Scissors to define an area.

- The farther the number is from 0, the greater the effect.
- You can also click in the slider bars or drag the slider bar arrows to adjust the brightness and contrast.
- As a rule of thumb, increase contrast about one tenth the amount you increase brightness.

- The arrows point to the location of the light source and determine the angle of the highlights and shadows.

- The color you choose determines the overall color of your embossed image.
- For best results, choose a medium grayish color.

- Default settings generally provide good results.
- Shades to the left of the Low arrow are black.
- Shades to the right of the High arrow are white.
- Highlights are the shades between the High and Mid values.
- Shadows are the shades between the Low and Mid values.
- Choose Restore to return to the original values.

- The larger the spot size, the more time is required for the filter to work.

- The converted picture is loaded into a window named NEW.
- Use Save As to save the converted picture.

- Colors are reversed as if on a photographic negative.

- Shapes are outlined, and everything else in the picture is the background color.

- Your picture is turned on its side. Use this to change orientation between portrait and landscape.

- You can create Gray Scale, 256 Color, 24 Bit Color, and Black and White pictures.

- Type numbers in the boxes or use the mini-scroll bars to set the size.
- The dialog box indicates how much memory is needed for the picture and how much remains.

- The picture's name appears on the picture's title bar and the Window menu and File menu picture lists.
- You can open up to 8 pictures at one time.

- Information includes the picture's name, the last time the picture was saved, height and width in pixels, number of colors, file size, image size, format, and type of compression used, if any.

- If you have selected Keep Thumbnail Files in Preferences, CorelPHOTO-PAINT displays the small picture more quickly the next time you preview the picture.

- Use Save As to save a picture for the first time or to save an existing picture with a new name or in a different format.
- Use Save to save changes in a previously saved picture.

- Before you print, use Printer Setup to set up your printer.

- 1 to 1 prints the picture at its current size. This option does not adjust for picture resolution.
- Actual Size prints the picture at its current size and resolution.
- Fit to Page resizes the picture to the page size indicated in your Printer Setup dialog box.
- Scale changes the printed size of the picture. Adjust the size in the Scale text box. Choose Poster to print across multiple pages if you scale a picture larger than your page. Choose Smooth (available for 24-bit and grayscale images only) to remove blockiness that often occurs when you print a picture larger than its actual size.

- Use CorelPHOTO-PAINT's to let CorelPHOTO-PAINT select the best pattern.
- Use Printer's to use the printer's default halftone, if it has one.

- The options you can change depend on your printer.

- The duplicate picture appears in a new window at the same magnification as the previous window and is added to the Window menu picture list.

- The active window is placed at the top left corner of the desktop.

- Use the Layout command on the Toolbox Control menu to change the Toolbox layout and to group or ungroup tools.
- Use the Fold/Unfold command in the Palette Control menu to fold or unfold the Palette.

- You can edit your picture in Full Screen mode.
- You cannot edit your picture in Show Screen mode.

- Use Select to add up to four fonts to the Font menu list.

- Select values for Red, Green, and Blue.
- To fill, replace, or select a single color, set the values to 0.
- Choose Identical Values to set all the ranges at the same values.

- Choose Restore to return to the original values.

- Click the left mouse button on the color you want to start the range.
- Click the right mouse button on the color you want to end the range.

- VGA Palette isn't available if your screen displays 16 or more gray levels.
- Read the warning in the dialog box before you complete this command.

- Click to increase the number of grays you see on-screen.
- Before you test your hardware, save all of your work. Your system may not support this option.

- If color areas become gray, you can use the VGA Hardware Palette.
- If the screen turns black or your system locks up, you cannot use the VGA Hardware Palette.

- Exit Windows and start Windows again to use the new VGA setup.
- The VGA setup becomes a CorelPHOTO-PAINT program default.
- Unselect the option if you no longer want to use it.

- Changes what CorelPHOTO-PAINT displays when you start the program.
- Choose Nothing if you do not want to load a file or see the About box when you start CorelPHOTO-PAINT.

- Shows context-sensitive information at the bottom of your screen.

- Saves thumbnail preview pictures to disk with a .THB extension.

- Click to change Photo Finish's virtual memory manager settings.

- Choose a unit of measure for your work in the Units list box.

- If Backup is selected, CorelPHOTO-PAINT saves a backup copy of your picture. The backup file's name is the same as the original's, except the last letter of the extension is a \$.

- Double-click the Zoom tool to quickly return to 100% view.

- Hue selects the color.
- Amount adjusts the color's intensity.
- Choose Restore to cancel changes.

- Hold down Shift while you drag to constrain the tool vertically or horizontally.
- Press the spacebar to change the direction of the constraint.

- Hold down Shift while you drag to constrain the tool to a square.

- Hold down Shift while you drag to constrain the tool vertically, horizontally, or diagonally.

- The Smear Paintbrush and Smudge Spraycan may be grouped in the Toolbox. Press the left mouse button on the triangle in the bottom right corner of the current tool. When the available tools appear, drag the mouse to the tool you want and release the mouse button.
- You can use the Smear Paintbrush with Gray Scale and 24 Bit Color pictures.
- Use Convert To to change the color mode if the tool is not available.

- The Smear Paintbrush and Smudge Spraycan may be grouped in the Toolbox. Press the left mouse button on the triangle in the bottom right corner of the current tool. When the available tools appear, drag the mouse to the tool you want and release the mouse button.

- The Clone tool gives you more precise control than copying and pasting a picture.

- The point where you click defines the center of the picture you want to clone with.
- To change the source for your clone, point to another area and click the right mouse button.

- No cloning occurs after you reach the edges of your source picture.
- The first click with the clone brush sets the center point for painting.
- Hold down Shift while you drag to constrain cloning vertically or horizontally. Press the spacebar to change the direction of the constraint.

- Drag the square handles to reposition the ends of the curve.
- Drag a circle handle to bend a portion of the curve.

- You can enter more than 400 characters, or about 10 lines of text.
- Press Ctrl+Enter to start a new line.
- Press Shift+Ins to insert text from the clipboard.

- The text appears in your picture surrounded by the Text Frame box.
- Drag the handles on the Text Frame to adjust your margins.
- Drag the Text Frame to move your text to another location before you paste it.

- Press the spacebar to edit your text.
- Select a different color from the Palette if you want to change the color of your text.
- Use the Font menu to select another font or change font style, size, and effects.

- To make another picture active, click the title bar of the picture you want to edit or choose its name from the Window menu picture list.

- Double-click an icon to restore the picture to your desktop or choose its name from the Window menu picture list.

- A checkmark appears beside the command to show it is selected.
- CorelPHOTO-PAINT applies the best halftone for the picture. Using this command slows down the program's response time.
- You can make other on-screen adjustments with the Monitor Gamma and VGA Palette options in the Preferences dialog box.

- Adjust soft brush settings for the tool.

- Select a new brush style.

- Replace the primary color with the secondary color in the area you see in the active picture window.

- Close the window or hide the workbox.

- Replace all colors in a picture with the background color.

- Adjust color tolerance.

- Quickly select the area you see in the active picture window.

- Set your tool width.

- Like Edit Undo, return your picture to the look it had before you last chose a tool or command.


- Adjust a single color in a 256 Color or 24 Bit Color picture.


- Quickly return to a one-to-one view in a zoomed picture.

- Hold down Shift while you drag to constrain the tool to a circle.

- Hold down Shift while defining an area with the Box Selection to define a square.
- Hold down Shift while defining an area with the Scissors to constrain horizontally, vertically, or diagonally.
- Hold down Shift while you drag a cutout to leave a single copy behind.
- Hold down Ctrl while you drag a cutout to leave a trail of copies behind.

Key to CoreIPHOTO-PAINT Help

 Press and hold down the mouse button on an underlined down arrow for additional information.

 Click an arrow that points to the right to jump to more in-depth information.

press Point to a word with a broken underline and hold down the left mouse button to read the word's definition.

Zoom Click words with a solid underline to jump to information about that topic.

- Information includes the name of the picture, width and height in pixels, resolution in dots per inch, picture type, image size, picture format, subformat, and whether the picture has changed since it was last saved.

- Changing the image resolution affects how CorelPHOTO-PAINT prints your picture in certain modes and can affect how circles and squares look when you draw.
- If Vertical and Horizontal resolution are different, circles and squares do not look perfect.

- Flat shows more pronounced changes than Bell Curve.

- Because all colors are made up of red, green, and blue, all colors are affected by your selection.
- All adjusts all the colors in the picture.
- Single is the only channel available for Gray Scale.

- The larger the numbers, the greater the effect.
- You can choose Identical Values to quickly set Width and Height at the same values.

- The higher the number, the more edges are enhanced.

- The arrows point to the direction for the movement.

- Choose Cancel to undo all the changes you have made and return to the main CorelPHOTO-PAINT screen.

- RGB adjusts the amount of red, green, and blue.
- CMY adjusts the amount of cyan, magenta, and yellow.
- HLS adjusts the hue, lightness, and saturation.

- Click in the Color Slider bar or drag the Color Slider arrow.
- You can also use the mini-scroll bar or type a number in the appropriate text box to the right of the slider.
- Choose Restore to return to the original values.

- The color you click on appears in the color sample box.
- You can also drag in the Color Refiner box to select a color.

- Adjusts the edges of the paint stroke.
- Hard keeps the edges of the paint stroke hard.
- Medium partially softens the edges of the paint stroke.
- Soft softens the edges of the paint stroke the most.

- Adjusts the overall softness of the paint stroke.
- The lower the number, the finer the brush strokes with smaller, softer edges.
- The higher the number, the bolder the brush strokes with less soft edges.

- Adjusts the opacity of your paint.
- The higher the number, the greater the transparency.

- Adjusts the rate at which the brush stroke disappears.
- The higher the number, the more fade out occurs.

- Adjusts the distance between each stroke as you drag the tool.
- The lower the number, the closer the brush strokes. Use a setting of 1 for the smoothest stroke.
- This option is not available for the Airbrush tool.

- Adjusts how fast the paint is applied.
- The higher the number, the faster the paint is applied.
- This option is available for the Airbrush only.

- Paints multiple copies of your clone source.
- If Rubber Stamp is selected, your clone source is reset to the beginning each time you click the left mouse button.
- This option is available for the Clone tool only.

- Select this option to use CorelPHOTO-PAINT's virtual memory manager. Enable Virtual Memory is recommended for standard mode.
- Disabling CorelPHOTO-PAINT's virtual memory manager improves program performance if you have enough Windows memory for your pictures.

- Type a number to specify in kilobytes the minimum amount of Windows memory you want to allocate to CorelPHOTO-PAINT.
- This option is not available if you have disabled CorelPHOTO-PAINT's virtual memory manager.

- Type a number to specify in kilobytes the maximum amount of Windows memory you want to allocate to CorelPHOTO-PAINT. If the number is too high, you may notice a decrease in program performance.
- This option is not available if you have disabled CorelPHOTO-PAINT's virtual memory manager.

- Assigns up to four drives CorelPHOTO-PAINT uses to store temporary files.
- This option is unavailable if Enable Virtual Memory is not selected.
- List fastest drives first.
- Separate paths with a semicolon.
- Network and floppy drives are not recommended.

- Flips pictures or areas horizontally. The right side of your picture becomes the left side, like a mirror image.

- Flips pictures or areas vertically. The picture is turned upside down.

- Rotates pictures or areas clockwise by 90, 180, or 270 degrees.
- Deskew rotates pictures or areas by increments up to five degrees. To rotate your image clockwise, use a positive number. To rotate your image counterclockwise, use a negative number.

- Increases or decreases the size of your picture.

- Keeps the same height and width ratio as the original picture when you resize.

- Changes a picture to Black and White.
- Choose Line Art if you do not want a halftone applied.
- Choose Printer to use a fatting halftone.
- Choose Screen to use a diffused halftone.
- Some commands and tools cannot be used with Black and White pictures.

- Changes a picture to 256 Color.
- Some commands and tools cannot be used with 256 Color pictures.

- Changes a picture to Gray Scale.
- Most commands and tools can be used with Gray Scale pictures.

- Changes a picture to 24 Bit Color.
- All commands and tools can be used with 24 Bit Color pictures.

- Click to change how bright pictures appear on-screen without changing the information in the picture.

- Select a drive from the Drives drop-down list.
- Select a Directory from the Directories list box.
- You can also type the full path and name in the File Name text box.

- The higher the number, the brighter your pictures appear.
- Change the gamma value and use Screen Preview until the picture appears to have 12 solid boxes. During adjustment, pay most attention to the center column.

- RGB adjusts levels of red, green, and blue in the selected color.
- HLS adjusts the hue and levels of lightness and saturation in the selected color.

- If you want CorelPHOTO-PAINT to automatically adjust the outline, choose Auto.
- If you are working with a Gray Scale picture, choose Light for white outlines or Dark for black outlines.
- If you are working with a 24 Bit Color picture, choose Light for light colored outlines or Dark for dark colored outlines.

- All adjusts all the colors in the picture and is the only channel available for Gray Scale pictures.
- Choose a single color channel to create special effects or to adjust color balance in your image.

- Smooths distribution and fine-tunes other Styles.
- Point to the handles on the curve in the sample box and drag to adjust the curve.

- Allows you to draw any shape you want in the sample box.
- Point to the curve and drag to draw the curve you want.

- Allows you to adjust brightness and contrast of a channel.
- Point to the handles on either end of the line in the sample box and drag to make adjustments.

- If you want to save the response curve settings so you can use them with other images, choose Filter Color/Gray Map again and click Save.
- Choose Screen Preview to see how changes may alter your picture.
- Choose Restore to return to the original values.

- To close a single copy of a picture, use the Close command on the picture's Control menu.

- The Eraser changes parts of your picture to the background color.

- Double-click the Color Replacer tool to replace the primary color with the secondary color in the area you see in your picture window.

- The available command is the opposite of your current Toolbox format.
- An ungrouped Toolbox shows all of your tools and is larger than a grouped Toolbox.
- A grouped Toolbox arranges similar tools together so your Toolbox is smaller.

- The number of columns or rows changes, and the Toolbox remains grouped or ungrouped.

- The available command is the opposite of your current Palette layout.

- If you are working with a 256 Color or Black and White picture, you can select the Rubber Stamp option in the Soft Brushes dialog box, but adjusting other soft brush settings does not change the Clone tool's effect.

- Standard US letter size, 8.50 x 11.00 inches.

- Standard US legal size, 8.50 x 14.00 inches.

- The size you type in the Horizontal Size and Vertical Size text boxes.

- Standard US size, 11.00 x 17.00 inches.

- Standard European size, 29.70 x 42.00 centimeters.

- Standard European size, 21.00 x 29.70 centimeters.

- Standard European size, 14.80 x 21.00 centimeters.

- Standard European size, 17.60 x 24.00 centimeters.

- The command changes to Hide.

- The command changes to Show.

- CorelPHOTO-PAINT supports installed Windows fonts.

- If you don't have the Windows font style or point size you want, you can use a font program to create them.

- When the Select a Brush Style dialog box appears, select a shape and click OK.

- Choose Cancel to return to the work area.

- Box Selection, Magic Wand, Lasso, Scissors

- Line, Curve

- Paint Roller, Gradient Paint Roller, Tile Pattern Paint Roller

- Hollow Box, Hollow Rounded Box, Hollow Ellipse/Circle, Hollow Polygon

- Filled Box, Filled Rounded Box, Filled Circle/Ellipse, Filled Polygon

- Smear Paintbrush, Smudge Spraycan

- You can use this command with all paintbrush tools and the Airbrush, Clone, Color Replacer, Curve, Eraser, Fountain Pen, Line, and Local Undo tools.

- The farther the number is from 0, the greater the effect.

- You can use this command with 256 Color and 24 Bit Color pictures.
- Use Convert To to change the color mode if this command is not available.

- GAMMA.PCX is included with CorelPHOTO-PAINT to help you adjust on-screen brightness.

- The settings you adjust affect only the selected tool so you can alternate between soft tools without having to change settings.

