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Welcome to Corel PHOTO-PAINT™

C orel PHOTO-PAINT™ is a powerful bitmap-based image editing and painting program that is ideal for retouching photographs, editing images and video files, and creating original artwork. Corel PHOTO-PAINT combines a vast array of special effects filters with impressive painting, masking, and object-handling tools to allow you to produce effects ranging from the simple to the sublime.

You can use Corel PHOTO-PAINT to make subtle changes such as adjusting the lighting, sharpening the focus, or removing scratches. You can make drastic changes such as removing people and things, swapping details between images, adding text and objects, adjusting color, colorizing black-and-white and gray-scale images, splicing movies, and applying unique combinations of special effects.

About Corel Corporation

Corel Corporation is recognized internationally as a world leader in the development of PC-based graphics and multimedia software. CorelDRAW™ is now available in more than 17 languages and has won more than 215 international awards from major trade publications.

We pride ourselves in delivering high-quality graphics, productivity, and multimedia software by actively seeking your input. We use this feedback and respond quickly to you, the users of Corel products worldwide.

Corel ships its products through a network of more than 160 distributors in 70 countries worldwide. Corel is traded on the Toronto Stock Exchange (symbol: COS) and the NASDAQ — National Market System (symbol: COSFF).

For more information about Corel and our products, check out our World Wide Web site at http://www.corel.com.

Enough about us, what do you have to say?

In our continuing efforts to help you get the most from CorelDRAW, we look for new and better ways to document our products. If you've developed a unique effect that you'd like to share with us, please let us know. Send us the details and we may include them — with due credit to you, of course — in future CorelDRAW learning materials. Address your letter to

Documentation Manager
Corel Corporation
1600 Carling Avenue
Ottawa, Ontario, Canada
KIZ 8R7
Fax: (613) 728-9790

Using Help

The CorelDRAW 8 Graphics Suite features new and enhanced documentation to meet your most requested documentation needs. The comprehensive online Help system provides easy access to descriptions and procedures that cover all application features and functions. In addition to online Help, the CorelDRAW 8 Graphics Suite also includes a complete User's Guide.

The documentation set comprises the following:

Online Help

The online Help system enables you to retrieve all the information you need quickly, and then return to your work. Help appears in a separate window on your screen. For quick access, you can keep the Help window displayed on top of the application. You can also print specific topics from the online Help system.

Online Tutors

Online Tutors provide step-by-step instructions on how to complete specific tasks and projects. If you prefer, you can have a Tutor show you how to complete the task.

Tutors range in complexity from instructions about basic tasks to complete projects that involve several tasks. This Help feature is available in CorelDRAW and Corel PHOTO-PAINT.

Online Hints

Online Hints display information and guidance on the task that you're performing. When you click a tool or an object, the content of the Online Hints window is updated to provide you with relevant information. This Help feature is only available in CorelDRAW.

Context-sensitive Help

The context-sensitive Help displays information that is relevant to the current status of the application and provides information about using commands.

Online ToolTips

Online ToolTips provide information about icons and buttons on the toolbars and the Toolbox. ToolTips display in a balloon when you position the mouse pointer over a button.

User's Guide

The CorelDRAW 8 Graphics Suite User's Guide provides you with comprehensive documentation that you can take away from your desk and read at your leisure.

Documentation conventions

As you read the Corel documentation, you'll notice a number of conventions that you'll probably want to become familiar with first.

Mouse conventions

The following are some conventions for mouse movements you'll see in the documentation:

When you see this ...	Do this ...
Click File, New	Click the File menu with the mouse, and click the word New in the menu.
Click Arrange, Order, To Back	Click the Arrange menu, click Order, and click To Back from the submenu that appears.
Enable a check box	Click the check box to place a check mark or an "X" inside the box.
Disable a check box	Click the check box to remove the check mark or "X."
Select	Click (and drag) to highlight.
Choose Italic from the Weight list box	Click the Weight list box, and click the Italic option.
Click a color in the Color Palette	Click the left mouse button on a color in the Color Palette.
Right-click, and click Paste	Click the right mouse button, and click the Paste command from the submenu that appears.
Drag a color from the Color Palette	Hold down the left mouse button on a color in the Color Palette and move the mouse.

Keyboard conventions

The following are conventions for keyboard actions you'll probably want to become familiar with:

When you see this ...	Do this ...
Press ENTER	Press the ENTER key on your keyboard.
CTRL + SHIFT	Press the Control key and the SHIFT key at the same time.

Using online Help

When you click Help, Help Topics, a dialog box opens that contains options for accessing three different Help features.

❖ To access online Help

1. Click Help, Help Topics.

2. Click one of the following tabs:

   • Contents, to display conceptual and "how-to" information

   • Index, to search by feature names, synonyms, and tasks

   • Find, to perform a full-text search of Help

Accessing Online Tutors

The new Online Tutors help you get up to speed faster by providing step-by-step instructions on completing dozens of tasks from saving files and filling objects, to creating business cards and brochures.

❖ To access Tutors

   • Click Help, CorelTUTOR™ for interactive step-by-step instructions.

Accessing context-sensitive Help

Context sensitive Help is accessible from wherever you are in CorelDRAW. You can access context-sensitive Help from the menus, dialog boxes, Roll-Ups, Property Bars, and all other toolbars in CorelDRAW.

The most common ways to access context-sensitive Help are as follows:

To get help on ...	Do this ...
Dialog boxes	Click the Help button, or press F1.
Menu commands	Click the Help button on the toolbar, click a menu, and click a command.
	Or, press F1 when a command is highlighted.
Tools and controls	Click the Help button on the toolbar, and click the item for which you want help.

	Or, click Help, What's This?
	Or, right-click the item, and click What's This?
Roll-Ups	Right-click the Title Bar of an open Roll-Up, and click Help.
Selected objects	Right-click an object, and click Properties. Information about the object's type, fill type, outline type, and any applied special effects appears in the Properties dialog box.

- Use the Status Bar at the bottom of the Application Window to familiarize yourself with the tools. The Status Bar displays details of what buttons, controls, and menu commands do as you move the mouse cursor over them.

Printing Help

You can print specific Help topics or print entire sections of online Help.

To ...	Do this ...
Print an entire section	On the Contents page, click the Print button that appears along the bottom-right side of the window.
Print an overview topic	Click the Print button that appears along the bottom right-side of the window.
Print a How-to topic	Right-click the window, and click Print Topic.

Corel services and support

Corel is committed to providing customers with high-quality technical support. The following sections describe the variety of support services available.

Classic technical support services

1-613-728-7070 (North America only)

Free technical support is available to you for 30 days from the day you place your first call to Corel Technical Support. Corel representatives are available to respond to your call from Monday to Friday, 8:30 A.M. to 7:30 P.M. Eastern Standard Time.

During and after your Classic support period, you can also use the classic services listed as follows.

Basic services

Corel offers the following technical support options, most of which are available 24 hours a day, 365 days a year. These services are useful if you prefer not to pay for support or encounter problems during off-hours.

IVAN (Interactive Voice Answering Network)

The Interactive Voice Answering Network contains answers to commonly asked questions about Corel products and is available 24 hours a day, 365 days a year. It is regularly updated with the latest information, tips, and tricks. You can also request that IVAN solutions be faxed to you. There is no charge for this service beyond the cost of the telephone call.

IVAN (613) 728-7070

Automated FAX on Demand

Corel's Technical Support personnel maintain an automated FAX on Demand system of numbered documents that contain up-to-date information about common issues, tips, and tricks. This service is available 24 hours a day, 365 days a year.

FAX on Demand (613) 728-0826, extension 3080

You will be asked for a document number and your fax number. The document you request is automatically sent to you. To fax a catalog of documents to yourself, call the Automated FAX on Demand system number and request document 2000.

AnswerPerfect

Customers can now submit support incidents (questions) by e-mail to Corel's Web site for the introductory price of $14.95* US per incident, payable by credit card for English language products only . Corel is committed to responding to AnswerPerfect support incidents within one business day.

Bulletin Board System (BBS)

If you have a modem and communications software package, you can access the Corel BBS. You can download files, troubleshooting information, and utilities. You can also transfer problem files to Customer Support through the BBS.

European BBS (++353)-1-7082700 North American BBS (613) 728-4752

CompuServe

Interact with others and Corel technicians to obtain product information and support. CompuServe is available 24 hours a day, 7 days a week, including

holidays. Corel representatives will respond from 8:30 A.M. to 5:00 P.M. Eastern Standard Time, from Monday to Friday, excluding holidays.

If you have a CompuServe membership, you can access Corel technical information by entering one of the following at the Compuserve prompt:

- GO COREL (for English)
- GO CORELGER (for German)
- GO CORELFR (for French)
- GO CORELNL (for Dutch)
- GO CORELSCAN (for Scandinavian)

World Wide Web Site (WWW)

The World Wide Web address for Corel products on the Internet is http://www.corel.com. At this location, you can quickly search Corel's Searchable Knowledge Base. From the database you can read, print, or download documents that contain answers to many of your technical questions or problems. This site also contains files you can download.

File Transfer Protocol (FTP)

You can download printer files and other files through our anonymous FTP site at ftp.corel.com.

Priority technical support services

For details on the support options available to you after your principal support expires, please contact Corel Technical Support at (613) 728-7070.

- The terms of Corel technical support offerings are subject to change without notice.

Worldwide technical support

Corel customers residing outside North America can contact Corel Technical Support representatives in Dublin, Ireland, or a local Authorized Support Partner. Technical support outside North America is available to you at the following locations. If your country is not listed below, please check the Support section on our World Wide Web site at http://www.corel.com. You can also call (353)-1-7082500 for information about contacting Technical Support.

Priority technical support services

To request an up-to-date listing of Corel Authorized Support Partners worldwide, and a copy of Corel Priority Technical Support Policy, contact Corel Technical Support at (353)-1-7082500.

Latin America

Argentina	(0541) 954-6500
Brazil	011 5505 4725
Chile	562 671-3060
Columbia	57-1-2150411
Mexico	01-800-024-2673

Europe

Austria	(01)-589-241-30
Belgium-French	(02)714-41-30
Belgium-Dutch	(02)714-41-31
Denmark	35-25-80-30
Finland	(90)-229-060-30
France	(1)-40-92-76-20
Germany	01805-2582-11
Hungary	36 1 327 57 37
Italy	02-452-812-30
Netherlands	020-581-4426
Norway	22-97-19-30
Portugal	353-1-708-23-33
Russia	95-361-2000
Spain	91-661-3627
Sweden	0680-711-751
Switzerland-French	0848-80-85-90
Switzerland-German	0848-80-85-90
United Kingdom	0171-298 85 16

Eastern Europe	
Czech Republic	420-2-312-3871
Poland	(0048)-(71)-728-141 ext. 289

Middle East	
Dubai	971.4.523.526
Israel	02-6793-723

Asia Pacific	
Australia	02 9898 6860
Hong Kong	8100-3729
India	91 11 3351948
Japan	03-5645-8379
Malaysia	800-800-1090
New Zealand	09 526 1155
Singapore	1-800-773-1400
South Korea	82-2-639-8778
Taiwan	(886) 2-593-3693

Africa	
South Africa	021-658-4222

- The terms of Corel technical support offerings are subject to change without notice.

Before calling Corel Technical Support

Before calling Corel Technical Support, please have the following information available. This information assists the Technical Support representative in helping you more quickly and efficiently:

- A brief description of the problem, including the exact text of any error messages received, and the steps to recreate the problem.

- The type of computer, monitor, pointing device (e.g., mouse, tablet), printer, and video card (display adapter) in use.

- The version of Microsoft Windows and the Corel product in use. Choose the About Windows 95 command from the Help menu in Windows Explorer to find which version of Windows you are running.

- A list of any programs loaded into RAM (e.g., TSRs). Check the Startup folder in the Programs menu to determine if you are running any other programs.

Customer service worldwide

Corel Customer Service is operated by a number of third-party companies on behalf of Corel. If you would like additional information about Corel products or services, please call one of the telephone numbers listed below. If your country is not listed, please call the general number listed below. General customer service and product information can also be accessed through the World Wide Web at http://www.corel.com.

Country	Call this number
United States	1-800-772-6735
Canada	1-800-772-6735
Argentina	0-800-3-9192
Australia	1-800-658-850
Austria	0660-5875
Belgium	0800 11930
Denmark	800 187 55
Finland	0800-1-13502
France	05 90 65 12
Germany	0130 815074
Ireland	1800-242800
Italy	1678 74791
Japan	03-5645-8567
Korea	82-2-639-8778
Luxembourg	0800-2213
Mexico	1-800-024-2673
Netherlands	06-022-2084
New Zealand	0800-COREL-1
Norway	800 11661

Portugal	05055-3001
South Africa	0800-23-4211
Spain	900 95 35 38
Sweden	020 791 085
Switzerland	155-8224
United Kingdom	0800-581028
General	353-1-706-3912

CorelDRAW™ 8 Graphics Suite concepts

You'll probably find this section about the differences between working with vectors and bitmaps especially informative if you plan on working back and forth between Corel products.

CorelDRAW and CorelDREAM 3D work with vector-based graphics and Corel PHOTO-PAINT works with bitmap images. This section highlights basic concepts you need to understand, to work with vectors, bitmaps, and objects, and presents a brief overview of working with three-dimensional (3D) graphics.

Understanding vector and bitmap images

Computer imaging programs are based on creating either vector graphics or bitmap images. This section presents the basic concepts of a vector-based program like CorelDRAW and outlines the differences between vector images and bitmap images such as ones you work with in Corel PHOTO-PAINT.

If you haven't worked with drawing programs, or if you've worked solely with paint or photo-editing programs, you'll find this section especially informative.

What is a vector image?

Vector images, also called object-oriented or draw images, are defined mathematically as a series of points joined by lines. Graphical elements in a vector file are called objects. Each object is a self-contained entity with properties such as color, shape, outline, size, and position on the screen, included in its definition.

Since each object is a self-contained entity, you can move and change its properties over and over again while maintaining its original clarity and crispness, and without affecting other objects in the illustration. These characteristics make vector-based programs ideal for illustration and 3D modeling, where the design process often requires individual objects to be created and manipulated.

Vector-based drawings are resolution independent. This means that they appear at the maximum resolution of the output device, such as your printer or monitor. As a result, the image quality of your drawing is better if you print from a 600 dots per inch (dpi) printer than from a 300 dpi printer.

What is a bitmap image?

In contrast to vector illustration programs, photo-editing programs like Corel PHOTO-PAINT work with bitmap images. When you work with bitmap images, you can refine small details, make drastic changes, and intensify effects.

Bitmap images, also called raster or paint images, are made of individual dots called pixels (picture elements) that are arranged and colored differently to form a pattern. When you zoom in, you can see the individual squares that make up the total image. Increasing the size of a bitmap has the effect of increasing individual pixels, making lines and shapes appear jagged.

However, the color and shape of a bitmap image appear continuous when viewed from a greater distance. Because each pixel is colored individually, you can create photorealistic effects such as shadowing and intensifying color by manipulating select areas, one pixel at a time.

Reducing the size of a bitmap also distorts the original image because pixels are removed to reduce the overall image size.

Also, because a bitmap image is created as a collection of arranged pixels, its parts cannot be manipulated (e.g., moved) individually.

Why is resolution an important consideration when working with bitmaps?

When you work with bitmaps, the quality of your output is dependent on the decisions you make about resolution early in the process. Resolution is an umbrella term that refers to the amount of detail and information an image file contains, as well as the level of detail an input, output, or display device is capable of producing. When you work with bitmaps, resolution affects both the quality of your final output and the file size.

Working with bitmaps requires some planning, because the resolution you choose for your image will usually move with your file. Whether you print a bitmap file to a 300 dpi laser printer or to a 1270 dpi imagesetter, the file will print at the resolution you set when you created the image, unless the printer resolution is lower than the image resolution.

If you want your final output to look like its on-screen counterpart, you need to be aware of the relationship between the resolution of your image and the resolution of your various devices before you begin to work. Once you do, you'll be on your way to producing consistent results.

Comparing a vector-based image with a bitmap image

Compare the description of vector images to bitmap images. Recall that objects are created as collections of lines in vector graphics, and bitmap images are made of individual pixels arranged in patterns. Of the two formats, bitmap images tend to offer greater subtleties of shading and texture but also require more memory and take longer to print. Vector images give you sharper lines and require less printing resources.

Paint, image processing, and scanning programs generate bitmap images where representing continuous variations in tone is required. Illustration programs (like CorelDRAW), and 3D modeling programs (like CorelDREAM 3D) work with vector images to allow you to create and manipulate individual objects over and over again during the design process.

Working back and forth between applications

If you work with more than one of the CorelDRAW 8 Graphics Suite applications, or if you intend to work back and forth between them, you'll probably find the Application Launcher useful. The Application Launcher button is accessible within each application and allows you to run other programs without having to find their location on your system.

This section provides information about how you can take a document from one application in the CorelDRAW 8 Graphics Suite and work with it in another.

Can I work with a bitmap image in CorelDRAW?

CorelDRAW allows you to incorporate bitmaps into your illustrations and to export bitmaps you create. For simple drawings, you can use the Autotrace command or the Freehand tool to trace around the outline manually.

For more detailed drawings, you can use Corel OCR-TRACE™ to convert bitmaps into vector graphics that you can edit, scale, print, and so on, without distortion.

Can I work with a CorelDRAW file in Corel PHOTO-PAINT?

You can open vector-based CorelDRAW illustrations directly in Corel PHOTO-PAINT. Corel PHOTO-PAINT automatically creates a bitmap version of the original when you open the CorelDRAW illustration.

Can I work with a CorelDRAW file in CorelDREAM 3D?

To work with a CorelDRAW illustration in CorelDREAM 3D, first import the two dimensional (2D) shapes (called the cross-sections) from CorelDRAW into CorelDREAM 3D. In CorelDREAM 3D, you then sweep the shape along the path to form a 3D object. The sweep path is sometimes referred to as the

extrusion path. The shape is now a 3D object you can manipulate like other objects in CorelDREAM 3D.

Can I work with a CorelDREAM 3D file in Corel PHOTO-PAINT?

To work with a CorelDREAM 3D image in Corel PHOTO-PAINT, you need to render the 3D image. Rendering captures a view of your 3D scene and saves it as a 2D image. You can think of a rendering as a photograph of a scene. You can take any number of renderings of your scene from multiple angles or under different lighting conditions, and compare the results.

A rendering is distinct from the scene from which it is taken. The rendered image is a bitmap made up of pixels and does not contain objects. It is a separate file that can be stored in one of the following formats: Corel PHOTO-PAINT (.CPT), .BMP, .TIFF, .TGA, .PCX, and .PSD. To work with a CorelDREAM 3D file in Corel PHOTO-PAINT, you simply open the rendered image.

❖ *To launch another installed application*

1. Click the *Application Launcher.*

2. Click the application you want to run.

Understanding objects

In Corel PHOTO-PAINT, objects are independent bitmaps that float above the background image. They are enclosed by a marquee and can be moved, sized, and transformed without affecting the underlying image. Objects are saved with the image when using the Corel PHOTO-PAINT .CPT format.

They give you flexibility to experiment with elements you want to add, move, or copy within an image. You can also use them to create masks. Objects can be merged with the background once you finish editing them.

For more information about objects, see "Working with text and objects" on page 191.

Exploring the work area

When you open or create an image in Corel PHOTO-PAINT, it opens within its own window, called the Image Window. You can move Image Windows within the work area by dragging their Title Bars. You can open as many images as your system's memory will permit, and display the images in a variety of ways (piled one on top of the other, cascaded, and tiled horizontally or vertically). If you have more than one image open, you can click anywhere in an Image Window to make that image active.

The application commands available through the Menu Bars can also be accessed through toolbars and flyouts. The Property Bars and Roll-Ups allow you quick access to frequently used functions. Property Bars, accessible as you work on your document, enable you to access commands that are relevant to the active tool or the task you're currently performing.

The Docker window is a new feature in Corel PHOTO-PAINT that is similar to a Roll-Up, but it can be docked to the side of the application window.

Another new feature in Corel PHOTO-PAINT is the ability to create multiple Workspaces. A Workspace is a specific configuration of settings in the Options dialog box that you can save and reapply. If several people are using a single version of Corel PHOTO-PAINT, or if you find you need different settings for different tasks, you can use Workspaces to save the settings for each user or task.

- The toolbars are optimized for 800 x 600 resolution. Therefore, if you are working in a lower resolution, portions of toolbars will appear cut off.

Using toolbars

Each button on a toolbar represents a command. Some are shortcuts to menu commands; others are commands that are available only as toolbar buttons.

❖ To display or hide toolbars

1. Click View, Toolbars.

2. Enable the check boxes beside the toolbars you wish to display; disable the check boxes beside the toolbars you wish to close.

❖ To dock toolbars

- Drag the Title Bar of the toolbar that you want to dock toward the menus at the top of the application window or to any of the other sides to place it there.

❖ To size floating toolbars

1. Place your cursor over one of the toolbar's edges and wait until it becomes a two-sided arrow.

2. Drag until the toolbar is the shape you want.

Accessing flyouts

Flyouts are toolbars that are accessible through one tool. A small black arrow at the bottom right corner of a tool indicates that it is a flyout grouped with other tools. You can drag a flyout off its host toolbar by dragging any part outside the button area. This step doesn't actually remove the flyout from the toolbar, but displays it as a separate toolbar.

❖ To display a flyout

• Click the arrow, or click and hold the mouse button down on the tool.

Working with Roll-Ups

A Roll-Up is a dialog box that contains the same operations as most dialog boxes, e.g., command buttons, options, and list boxes.

Unlike most other dialog boxes, you can keep Roll-Ups open while working on a document to access the operations you use most frequently, or to experiment with different effects. If you need to maximize your workspace and wish to keep the Roll-Up handy, click the arrow in the Title Bar to roll it up, leaving just the Title Bar visible. Click the arrow again to unroll it.

The following lists some common operations you can use with Roll-Ups:

To ...	Do this ...
Open a Roll-Up	Click View, Roll-Ups, and click the Roll-Up you want to open.
Roll a Roll-Up up or down	Click the arrow in the top right corner.
	Or, double-click the Title Bar of the Roll-Up.
Carry out your selections	Click the Apply button.
Close a Roll-Up	Click the Close button at the far right of the Title Bar.
	Or, click the right mouse button on the Title Bar, and click Close.
Close all open Roll-Ups	Right-click the Title Bar of an open Roll-Up, and click Close All.
Move a Roll-Up	Click and drag the Title Bar to the desired location.
Arrange Roll-Ups	Right-click the Title Bar of an open Roll-Up, and click Arrange to move it to one side of the working area.

Arrange all Roll-Ups	Click Arrange All to Roll-Up all open Roll-Up windows and move them to one side of the working area.
Get help on Roll-Ups	Right-click the Title Bar of an open Roll-Up, and click Help.

- When a set of Roll-Ups is arranged, you can activate one of them by clicking its Title Bar.

Using Property Bars

The Property Bar is a context-sensitive command bar that displays different buttons and options depending on the selected tool or object. For example, when text is selected, the Property Bar contains only text-related commands.

If you click the Pick tool to select the object at this point, the Property Bar updates with commands that are relevant for the object. In this case, both transformation commands and formatting commands become available.

If you click a different tool at this point, the Property Bar changes again to display commands and controls for that tool.

If nothing in your drawing is selected, the Property Bar displays tools that pertain to the overall drawing such as the page size and orientation. It also displays some commonly set options such as Display Objects While Moving, and Snap To Grids, and provides access to the Options dialog box where you can set all other application options.

❖ To display or hide the Property Bar

1. Click View, Toolbars.

2. Enable the Property Bar check box to display; disable the Property Bar check box to hide.

❖ To dock the Property Bar

- Drag the Title Bar of the Property Bar toward the menus at the top of the Application Window or to any of the other sides to place it there.

- When you dock the Property Bar, it becomes horizontal when placed at the top or bottom of the Application Window or vertical when placed on the left or right side.

Customizing toolbars and Property Bars

In CorelDRAW and Corel PHOTO-PAINT, you can move and delete tools in the toolbars and the Property Bar to suit your preferences. You can move buttons between bars (a toolbar or the Property Bar) by dragging them from one bar to another. Dragging a button to an open area deletes it.

❖ To display a toolbar or the Property Bar

1. Click View, Toolbars.

2. Enable the toolbars you wish to display on the desktop.

❖ To move a button

1. Hold down ALT + SHIFT and the mouse button.

2. Drag the button to another toolbar.

❖ To delete a button

1. Hold down ALT + SHIFT.

2. Drag the button off the toolbar but not onto another toolbar or the Property Bar.

❖ To restore the default setup of toolbars

1. Click View, Toolbars.

2. Click the toolbar's name.

3. Click Reset.

Using Docker windows

A Docker window is a dialog box that contains the same operations as most dialog boxes, e.g., command buttons, options, and list boxes.

Unlike most other dialog boxes, you can keep Docker windows open while working on a document to access the operations you use most frequently, or to experiment with different effects. Docker windows can be docked to any edge of the Application window, or you can undock them. When a Docker window is docked, you can minimize it so that it doesn't use up valuable screen real estate.

The following lists some common operations you can use with Docker windows:

To ...	Do this ...
Open a Docker window	Click View, Dockers, and click the Docker window you want to open.

Undock a Docker window	Drag the top of the Docker window away from the edge of the Application window.
Dock a Docker window	Drag the Docker window to the edge of the application window.
Close a Docker window	Click the "X" button at the corner of the Docker window.
Minimize a Docker window	When a Docker window is docked, click the arrows at the corner of the Docker window.
Maximize a Docker window	Click the arrows at the corner of a minimized Docker window.

Using multiple Workspaces

A Workspace is a specific configuration of settings in the Options dialog box. You can save multiple Workspaces for specific users or specific tasks and then apply them when you require.

❖ To create a Workspace

1. Click Tools, Options.

2. Click the New button.

3. Type the name of the Workspace in the Name Of New Workspace box.

4. Choose an existing Workspace on which to base the new Workspace from the Base New Workspace On list box.

5. Type a description of the Workspace in the Description Of New Workspace box if you want to include a description of the Workspace.

    The description appears in the Workspace dialog box.

❖ To select a Workspace

1. Click Tools, Options.

2. Double-click a Workspace in the Workspaces Available box.

❖ To delete a Workspace

1. Click Tools, Options.

2. Choose a Workspace in the Workspaces Available box.

3. Click the Delete button.

Getting started

Welcome to Corel PHOTO-PAINT 8 — a professional image-editing and painting program that can be used to create original artwork and edit existing images. Its time-saving features and revolutionary graphics techniques let you create professional images with precision and ease. You can use Corel PHOTO-PAINT by itself or as a component of the CorelDRAW graphics suite to publish images to paper, to a network, or to the World Wide Web.

Paint on new or existing images using the numerous brush tools provided, just like you would on a real canvas. You can also draw shapes and lines, fill areas with solid colors, textures, or color blends (called fountain and gradient fills), add text, and much more. For more information about these painting tools, see "Painting, filling and editing images" on page 147.

Corel PHOTO-PAINT also provides an extensive set of commands and tools that let you perform various corrections, including color and tonal adjustments, on flawed images. For example, you can increase the brightness of an under-exposed photo or colorize a black-and-white image. These adjustments can be applied directly to the pixels that make up the image or they can be applied to a lens, which allows you to see the result of the adjustment without modifying the image pixels at all. For information about these correction features, see "Retouching and refining images" on page 267.

When you edit images, you may want to apply changes to a particular part of an image while keeping the rest of the image intact. You can use the Corel PHOTO-PAINT mask tools to select areas on your image for editing. For more information about selecting and protecting image areas, see "Using masks to make selections" on page 77.

After you select an area on your image, you can enhance its appearance with any of the special effects that are provided with Corel PHOTO-PAINT. You can convert an image to an Impressionist masterpiece or apply a kaleidoscope pattern — all with a few mouse clicks. For more information about these spectacular effects, see "Applying special effects to your image" on page 413.

When creating or enhancing an image, you can add new elements using a variety of tools. These elements act as individual objects that can be edited and transformed without affecting the underlying image. For more information about adding objects to an image, see "Working with text and objects" on page 191.

Add motion and life to your images by creating and editing animations. Animation files, such as .AVI files, are made up of a series of images called frames. You can edit individual frames or apply effects to a sequence of frames. See "Making and editing movies" on page 475 for more information about making your images move.

If the World Wide Web is your game, you can use the power of Corel PHOTO-PAINT to create image maps and publish your images to the World Wide Web. Define clickable areas in images that people browsing your Web page use to access other Web pages. For more information about applying your images to the World Wide Web, see "Publishing images to the Internet" on page 493.

If you're already familiar with Corel PHOTO-PAINT, you'll find that version 8 offers many new features and enhancements. Take some time to explore the menu commands, toolbar buttons, and online Help and familiarize yourself with this powerful graphics application.

Setting up your workspace

It's a good idea to customize your workspace before you begin creating images using the advanced features and techniques of Corel PHOTO-PAINT. Choosing display options and specifying how you want Corel PHOTO-PAINT to react to your actions lets you work more efficiently and minimizes errors. Clicking Tools, Options opens the Options dialog box, which lets you customize the most popular tools and operations that you will use throughout your image-editing tasks.

Although most Corel PHOTO-PAINT commands have predefined default settings that anticipate your actions, you can ensure that the application works exactly the way you want it to by customizing these settings. For example, you can customize the physical location of dialog boxes on your screen. By default, each dialog box appears in the center of the Corel PHOTO-PAINT desktop; however, you can move them to another location for your convenience. In fact, you can instruct Corel PHOTO-PAINT to remember the last location of each dialog box and open them in that location again the next time they are accessed.

Begin setting up your workspace by determining how Corel PHOTO-PAINT displays the images that you are creating or editing in the Image Window. You can optimize the Corel PHOTO-PAINT image editing environment by specifying the location and size of images in the Image Window and the shape of the cursor that you want to use to edit those images. You can also improve the accuracy of the images you are working on by setting screen dithering.

Because many of the features and operations provided in Corel PHOTO-PAINT rely on measurement, you can specify the units of measurement that you prefer in the Options dialog box before you begin editing your images. The units that you specify are used in object and mask transformations, in image cropping and resampling activities, and on the rulers.

Finally, customize the responses of Corel PHOTO-PAINT by enabling or disabling the application's multitasking capabilities. If you enable multitasking, use the Task Progress command (Tools menu) to assign priority ratings to the tasks being performed. The priority ratings that you set influence the amount of computer resources allocated to each task.

- With Corel PHOTO-PAINT 8, you can create different workspace environments for different users or projects. The workspace environment contains the global, workspace, and document settings that you've specified.

- You can also improve the accuracy of the images you are working on by setting color correction options in the Options dialog box. For more information about color correction, see "Working with color" on page 363.

Choosing a task to perform on startup

You can open the Create A New Image, Open An Image, or Run Script dialog boxes automatically when you launch Corel PHOTO-PAINT. You can also open the Welcome To Corel PHOTO-PAINT screen on startup so that you can choose to start a file, open the last image you edited, open an image, launch CorelSCAN™ or CorelTUTOR, or preview new features.

❖ To choose a task to perform on startup

1. Click Tools, Options.

2. In the Options dialog box, click Workspace, General in the list of categories.

3. Choose one of the following options from the On Startup list box:

   - Nothing, launches the application without opening a dialog box or file.

   - New File, opens the Create A New Image dialog box on startup.

   - Open File, opens the Open An Image dialog box on startup.

   - Run Script, opens the Run Script dialog box on startup.

   - Welcome Screen, opens the Welcome to Corel PHOTO-PAINT screen, which lets you start a file, open the last image you edited, open an image, launch CorelSCAN or CorelTUTOR, or preview new features.

   You can change the startup option at any time to perform a different task when you launch Corel PHOTO-PAINT.

- If you disable the Show This Welcome Screen At Startup check box on the Welcome To Corel PHOTO-PAINT screen, Corel PHOTO-PAINT launches without opening a dialog box or file.

Choosing the cursor type

You can change the way that your cursor is displayed in the Image Window to suit the tasks that you perform. There are three cursor types available: Shape, Tool, and Crosshair.

❖ To choose the cursor type

1. Click Tools, Options.

2. In the Options dialog box, click Workspace, General in the list of categories.

3. Choose one of the following cursor types from the Cursor Type list box:

   - Shape, displays the current shape and size of the tool's nib. Nibs vary according to the tool that you select.

   - Tool, displays a representation of the selected tool.

   - Crosshair, displays a cursor in the shape of a crosshair for positioning the tool on the image precisely.

4. Enable the Shape Cursor For Brush Tools check box (optional).

   The Shape Cursor For Brush Tools check box is not available if you choose Shape in step 3. If you choose Tool or Crosshair and enable this check box, the cursor for all tools that use nib controls takes on the shape and size of the active nib.

Preserving a dialog box's position on screen

You can preserve a dialog box's position on screen by instructing Corel PHOTO-PAINT to remember its location. The next time you access the dialog box, it appears in its previous location. If the dialog box has several pages, the page that was last active is also remembered and displayed.

❖ To preserve a dialog box's position on screen

1. Click Tools, Options.

2. In the Options dialog box, click Workspace, General in the list of categories.

3. Enable the Keep Dialog Position check box.

Viewing images

When you open an image, it is displayed in the Image Window using the default display options. However, you can customize the appearance and quality of your image before editing it by setting new display options.

You can maximize your viewing area by hiding the Title Bar and Menu Bar and expanding the Image Window on your screen. Although this viewing mode does not let you access editing commands from the menus, you can continue editing your image using the toolbars, Toolbox, and shortcut keys. If you want to view an even larger representation of your image, you can launch a full-screen preview. When you preview your image on your screen in this way, you cannot access any of the image editing commands or features. Both the Maximize Work Area and Full-Screen Preview commands are available from the View menu.

By default, when you resample, resize, or crop an image, the Image Window does not resize to accommodate the new image size. Instead, the Image Window maintains its original size and a border appears around the modified document. If you enlarge the image, scroll bars also appear around the Image Window. You can control the display of resampled images by specifying the size of the border or automatically resizing the Image Window to fit the modified image.

When the image is displayed in the Image Window, you can improve its quality by setting screen dithering. Screen dithering works by averaging the depth of pixels in a given area to create additional colors or shades of gray (depending on whether you are working with color, grayscale, or black-and-white images). Screen dithering is especially useful if you are displaying images that contain more colors than your monitor is capable of producing.

Viewing your image as large as possible

If you want to view as large a representation of your image as possible, use the Maximize Work Area or Full-Screen Preview commands. Maximizing your work area hides the Title Bar and Menu Bar but lets you edit your image using keystrokes. For best results, maximize the Image Window before maximizing the entire work area. The Full-Screen Preview command lets you view an even larger representation of your image but does not let you continue editing.

❖ To maximize the work area

- Click View, Maximize Work Area.

  The Title Bar and Menu Bar disappear and the Corel PHOTO-PAINT desktop resizes. You can continue editing your image using keystrokes.

- You can also enable and disable the Maximize Work Area command by clicking the Maximize Work Area button on the Standard toolbar or by right-clicking the work area and clicking Maximize Work Area.

- To return to Normal view, disable the Maximize Work Area button on the Standard toolbar or press ALT + V and then press ENTER.

❖ *To view a full-screen preview of your image*

- Click View, Full-Screen Preview.

  The Corel PHOTO-PAINT desktop disappears and the image displays at full-screen size. Press any key or click the screen to return to Normal view.

Making the most of your monitor

If you are working on an image that contains more colors than your monitor is capable of producing, use a screen dithering option. Screen dithering averages the depth of pixels in a given area to create additional colors or shades of gray. The Screen Dithering command is only available if your monitor is displaying less than 16-million colors (24-bit color).

❖ *To set the screen dithering*

- Click View, Screen Dithering, and click one of the following commands:

  - None, disables dithering. This command is only available if you are running in 16-bit color mode.

  - Error Diffusion, provides the best results by spreading the dithering across a wider area and tailoring the dithering pattern to the transition being simulated.

  - Ordered, approximates color blends using fixed dot patterns. This dithering type applies more quickly than Error Diffusion but is less accurate.

- Set up the color profiles for your computer before enabling color correction so that the colors you see accurately represent your computer's devices. For more information about color profiles, see "Working with color" on page 363.

Resizing the Image Window automatically

If you resize, resample, or crop an image, it may no longer fit in the Image Window. In this case, a border or scroll bars appear around the image. However,

you can also resize the Image Window so that it automatically conforms to the new image size.

❖ *To resize the Image Window automatically*

1. Click Tools, Options.

2. In the Options dialog box, click Workspace, General in the list of categories.

3. Enable the Automatic View Resize check box.

Framing an image in the Image Window

If your Image Window is smaller than the actual image or if you have zoomed in on an image, the Image Window might not be large enough to view the entire image. In this case, a border appears around the image. To get a better sense of the image's dimensions, you can set the size of the gray border or frame within the Image Window.

❖ *To frame an image in the Image Window*

1. Click Tools, Options.

2. In the Options dialog box, click Workspace, General in the list of categories.

3. Type a value in the Overscroll box.

   The number that you type determines the size, in pixels, of the gray border that surrounds your image within the Image Window.

Choosing the colors of the transparency grid pattern

When you hide an image's background in the Image Window, the rest of the image is displayed as a checkerboard grid. You can customize the colors of this transparency grid pattern by setting options in the Options dialog box.

❖ *To choose the colors of the transparency grid pattern*

1. Click Tools, Options.

2. In the Options dialog box, click Workspace, Display in the list of categories.

3. In the Transparency Grid section, do one of the following:

   • Click the Color 1 color picker, and choose a color.

   • Click the Other button at the bottom of the Color 1 color picker to see more colors or to create your own.

4. Repeat step 3 for the Color 2 color picker.

The background grid is displayed in the Result box beside the color pickers.

Choosing measurement options

You can specify units of measurement for the following items:

- the object and mask transformations applied using the Tool Settings Roll-Up for the Object Picker tool and the Mask Transform tool

- the information accessed from the Document Info command found in the File menu

- the Deskew Crop tool and its associated Tool Settings Roll-Up

- the Horizontal and Vertical rulers

You can also specify units of measurement for the Horizontal and Vertical rulers. The units that you set on the Ruler page in the Options dialog box apply to the current image only; the units you set on the General page apply to the current image and all other images you create.

You can also set other measurement options in the Options dialog box. Specify Nudge and Super Nudge distances to move objects and mask marquees in precise increments. Use the Calibrate Rulers option on the Display page to adjust the rulers so that the current system of measurement matches true dimensions.

Choosing the units of measurement

You can specify the units of measurement that you want to use for the Horizontal and Vertical rulers and for the mask or object transformations that you apply to images. If you want to specify the units of measurement for only one of the rulers, set values on the Ruler page in the Options dialog box.

❖ To choose the units of measurement

1. Click Tools, Options.

2. In the Options dialog box, click Workspace, General in the list of categories.

3. Choose a unit of measurement from the Units list box.

The units that you specify are used in the Tool Settings Roll-Up for the Object Picker and Mask Transform tools.

Setting the nudge increments

The Nudge and Super Nudge commands let you move objects and mask marquees in precise increments using the Arrow keys. You choose the Nudge distance, then set the Super Nudge distance as a multiple of the Nudge distance.

❖ *To set the nudge increments*

1. Click Tools, Options.

2. In the Options dialog box, click Workspace, General in the list of categories.

3. In the Nudge box, type the number of pixels by which you want the object or mask to move each time you press an Arrow key.

4. Type a multiple of the Nudge distance in the Super Nudge box.

Setting other options and preferences

If you want to perform multiple tasks simultaneously, you can set options that let you manage and prioritize your operations. Enable the multitasking feature on the General page in the Options dialog box so that multiple tasks, such as printing and running scripts, can be performed at the same time.

Because multitasking can put some strain on your computer's resources, you can set priorities and ratings for selected tasks. Use the Task Progress command (Tools menu) to view the tasks that the application is performing simultaneously and to customize the order in which they are completed. The Task Progress dialog box describes the name of the document, the command being performed, the priority rating assigned to the task, and the percentage of the task that is complete. If you specify a task as "idle", your computer's resources are relegated to the task only when there is no other task running. Setting memory options lets you control how Corel PHOTO-PAINT uses memory and hard drive space and can affect your computer's speed. For more information about setting memory options, see "Saving and closing images" on page 67.

Enabling and disabling multitasking

Multitasking features let you continue working on an image while other tasks, such as printing or running scripts, are performed. If you work on only one image per session and want to free your computer's resources to improve performance, you can disable multitasking on the General page in the Options dialog box.

❖ *To enable and disable multitasking*

1. Click Tools, Options.

2. In the Options dialog box, click Workspace, General in the list of categories.

3. Enable the Enable Multi-Tasking check box; disable it to turn multitasking off.

• The Task Progress command (Tools menu) is not available when the multitasking option is disabled.

Prioritizing tasks

The Task Progress command lets you control the way your computer's resources are used when you run simultaneous operations (multitask). Simply assign a priority rating (e.g., idle, low, normal, or high) to each task. The higher the priority, the more resources are used to perform that operation. By default, all tasks are assigned a low priority rating.

❖ To view the current priority of tasks

1. Click Tools, Task Progress.

The Task Progress command is only available when you enable the Enable Multi-Tasking check box on the General page in the Options dialog box.

2. Position your cursor on the edge of the Task Progress dialog box.

The cursor becomes a double-headed arrow.

3. Drag to increase the size of the dialog box.

The task list expands to show the document name, the task being performed on each document, the current priority rating assigned to each task, and the percentage of each task that is complete. Task names correspond to the menu command used to perform the task.

❖ To prioritize tasks

1. Click Tools, Task Progress.

2. In the Task Progress dialog box, select the task to which you want to assign a priority.

3. Do one of the following:

• Click the *Promote Priority button* to assign a higher priority to the task.

• Click the *Demote Priority button* to assign a lower priority to the task.

• Click the Suspend button to pause the task.

- Click the End Task button to cancel the task.

Assigning Idle to a task temporarily pauses the task until all other tasks are complete.

❖ *To resume a paused task*

1. Click Tools, Task Progress.

2. In the Task Progress dialog box, select the paused task.

3. Click the Resume button.

- You can access the editing tools and menu commands while the Task Progress dialog box is open.

- Prioritizing tasks is especially useful when printing large files. If the final printouts are not required immediately, you can assign a low priority to the printing operation. This frees up computer resources for more important activities.

Creating images

When you create an image or a movie file, you select the color mode, image size and resolution, and background paper color. The image's color mode and resolution are particularly important because they affect both the size of the file and the quality of your printed image. If the file you are creating is particularly large or has a high resolution, try working on it in parts. This reduces the amount of data your computer has to process at one time.

Choosing a color mode

When you start a new file, there are six color modes to choose from: Black-and-White (1-bit), Grayscale (8-bit), Paletted (8-bit), RGB (24-bit), Lab (24-bit), and CMYK (32-bit). The number of bits a color mode uses dictates its system requirements and the number of colors or shades it can produce. A bit can either be on or off, so 1-bit color is capable of creating just two pixel depths (colors): 0 (off) is black, and 1 (on) is white. On the other end of the scale, 32-bit color has more than four billion possible pixel depths (colors) and requires much more memory.

Base your image's color mode on the intended output for the image. For example, if you are planning to output the image as color separations, choose the 32-bit CMYK color mode. Don't worry if you make the wrong choice when you create the new image; you can change an image's color mode at any time. See

"Converting images" on page 385 for more information about choosing new color modes.

Image size

Image size refers to the actual, physical dimensions of the image as it is output (usually printed). You can measure an image's size by standard measurement units, such as centimeters or inches, or by how many pixels high and wide it is. If you are printing an image, you will probably want to know its size in terms of inches or some other unit of measurement. If you intend to display your image on the World Wide Web or as part of a slide show, you will probably want to know its size in pixels so you can display it on a 1:1 pixel ratio with the final display device.

Image resolution

Image resolution refers to the degree of detail of the image and is measured by the number of pixels, or dots, it contains per inch (dpi). Because the number of pixels in a bitmap is fixed, the resolution of the image is related to the size of the printed image. If you print the image at a small size, the pixels are tiny and the resolution is high. If you print the image at a large size, the pixels are enlarged and look coarse, resulting in a lower resolution.

A higher resolution allows for more detail and smoother color transitions than a lower resolution but also results in much larger files. Setting the resolution is a balancing act between achieving the level of detail you need and keeping the file size down to a level your computer can handle.

Base your image resolution on what your output will be. If you are going to print your image, keep the resolution lower than that of the final output device — if you create a 1200-dpi image to print on a 600-dpi printer, you are going to end up with a 600-dpi printed image and a file that is much larger than you need.

If you are going to display your image on screen, you can generally use a lower resolution. Again, keep in mind the memory restrictions of your particular setup and set the resolution to correspond with that of the monitor you're using.

Scanning images

You can acquire images using a scanner from within Corel PHOTO-PAINT. The quality of your scanned image depends on the quality of the original image. If your image requires photo-editing, scan the image, and then use the powerful image editing tools available in Corel PHOTO-PAINT to make corrections.

For more information on correcting or enhancing your image, see "Retouching and refining images" on page 267.

Starting from scratch

When you create an image, you choose the color mode, image size and resolution, and background paper color. If the file you are creating is particularly large or has a high resolution, try working on it in parts. This reduces the amount of data your computer has to process at one time.

❖ To create an image

1. Click File, New.

2. Choose a color mode from the Color Mode list box.

3. Do one of the following:

    • Click the Paper Color picker, and choose a color.

    • Click the Other button at the bottom of the Paper Color picker to see more colors or to create your own.

4. Enable the No Background check box to create an image without a background.

5. In the Image Size section, choose Custom from the Size list box.

    If you want to create a file using a standard, preset size, you can choose another sizing option. The presets change depending on the unit of measurement specified.

6. Enable one of the following page layout options:

    • Portrait, causes the page to print from left to right across its shortest dimension.

    • Landscape, causes the page to print from left to right across its longest dimension.

    The Portrait and Landscape options are not available if you choose Custom in step 5.

7. Type values in the Width and Height boxes.

    If you choose a preset size, the file size appears in the Width and Height boxes automatically. If you want to use a different unit of measurement, choose another option from the list box beside the Width box.

8. Type a value in the Resolution box.

    This value sets the resolution of the image. An image's resolution determines its degree of detail and is measured by the number of pixels, or dots, it contains per inch.

- If you create an image with no background, you can always add a background later by clicking Image, Create Background. Corel PHOTO-PAINT creates a background using the current paper color.

Creating a background for an image

When you create an image from scratch, you can create it with or without a background. If you create an image without a background, you can add one at any time using the Create Background command (Image menu). The background that you create for your image uses the current paper color.

❖ To create a background for an image

- Click Image, Create Background.

- For more information about creating documents without backgrounds, see "Starting from scratch" on page 33.

Creating an image in parts

If you are creating a very large image or an image with a high resolution, you can create the image in parts. This means that you can load parts of an image for editing without loading the entire image file. This reduces the amount of data that your computer has to process at one time.

❖ To create an image in parts

1. Click File, New.

2. Choose a color mode from the Color Mode list box.

3. Do one of the following:

    - Click the Paper Color picker and choose a color.

    - Click the Other button at the bottom of the Paper Color picker to see more colors or to create your own.

4. In the Image Size section, specify the dimensions of the new image.

5. Type a value in the Resolution box.

6. Enable the Create A Partial File check box.

    This command is not available if the No Background command is enabled in the Create A New Image dialog box.