



PhotoSuite^{SE}™

Idea Guide



MGI Software Corp.

MGI PhotoSuite SE Idea Guide

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1. Introduction

Welcome to the World of PC Photography!

Experience photography in new and exciting ways – with MGI PhotoSuite SE it's so easy and fun for you and your family to get creative and make your treasured photographs even more special!

Using MGI PhotoSuite SE, you can transform or enhance the pictures you take by altering colors, making collages, and more. Put your photos into posters, calendars and greeting cards. You'll see your photos in a whole new light. Put your photos into a picture frame or a screen saver, or into a school science report, or wherever you'd like them to be. Surprise yourself, impress your friends, and create your own exciting new photo collection!

Please note that some versions of MGI PhotoSuite SE may not contain all the features listed in this manual.

1.1 Creative Things You Can Do

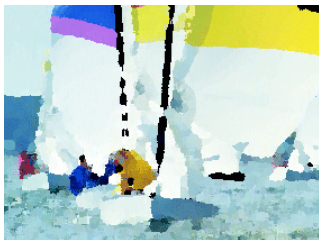
There are many ways to take advantage of having your photos on your computer. Here are some examples of what you can do with MGI PhotoSuite SE:



*Create a crazy
photo collage*



*Create calendars with
your photos in them*



*Make your photo look like
an oil painting. Voilà, a
masterpiece!*



*Use word Balloons to
make your pictures worth
1000 & 1 words*

1.2 Getting Started

System Requirements

This is the hardware and software you need to get MGI PhotoSuite SE up and running:

- 486 DX 33 or better
- Windows 3.1, Windows 3.11 or Windows 95/98
- Minimum 8 Megabytes of RAM
- Minimum 2 to 38 Megabytes of Hard Drive space, depending on your version of MGI PhotoSuite SE
- Super VGA Monitor
- At least 256 color video

Installation

1. Insert the CD into your CD-ROM drive.
2. Select your CD drive.
3. Run the program “Setup.exe” by double clicking on this file. A message, “Setup is initializing. Please wait” will appear on the screen.
4. Follow the step-by-step instructions on how to install MGI PhotoSuite SE to your hard drive.

How to Register

Don't forget to register your copy of MGI PhotoSuite SE. You'll find your product code number by selecting “About MGI PhotoSuite SE” from the Help menu. Registering is easy.

To register, fill in the registration card provided and send it to the appropriate address below. You can also register by telephone (North America only), fax, e-mail, or at our web site. Find your product code number by selecting “About MGI PhotoSuite SE” from the Help menu.

North America:

MGI Software Corp.

50 West Pearce Street
Richmond Hill , Ontario
Canada L4B 1E3

or

MAILFAST

MGI Software Corp.
YYZ / YYZ / 700248
PO Box 9018
Jericho, NY 11753-9521

Telephone: **1-888-MGI-SOFT (644-7638)**

Fax: **(+1) 905-707-3694**

E-mail: **register@mgisoft.com**

Website: **www.mgisoft.com/products/register**

Outside North America:

TNT MAILFAST, YYZ/YYZ/700248/M01

Int. Antwoordnummer, C.C.R.I. Number 5120
3000 VB Rotterdam
The Netherlands

Fax: **(+1) 905 707-3694**

Website: **www.mgisoft.com/products/register**

Remember to record the product code number of your MGI PhotoSuite SE in a safe place like the inside cover of this Idea Guide. You will need this number for Customer Support and to take advantage of special upgrade offers.

Why Register?

You will receive great benefits when you register MGI PhotoSuite SE! By registering, you will receive online technical support through Internet email or by fax. By becoming an MGI member, you'll also get the latest information on product news, contests, promotional discounts, product tips and more. So there are many reasons why it's a good idea to register your MGI PhotoSuite SE right away.

2. Tutorial

2.1 Taking Better Photos

There are so many things you can do with MGI PhotoSuite SE. Now taking your photographs is just the beginning – when you start with clear, well-composed photos, your MGI PhotoSuite SE enhancements will be truly spectacular. It takes just a minute to set up a good shot. Here are a few basic tips for new photographers:

Start with a Clean Lens

That may sound obvious, but surprisingly, it's the one thing many people don't consider when they are taking pictures. Even though the lens may look clean, take an extra moment to really make sure it is as clean as possible. Even the tiniest speck of dirt, smudge of sunscreen, or fingerprint can ruin what might have been your most spectacular shot! So take care of your camera with lens cleaner, lens cleaning tissue, a lens cleaning pen, or optical cleaning cloth. And remember, never use regular cleaning tissue on your camera lens.

When is the Best Time to Shoot Outdoors?

The least effective time of day to take outdoor photos is high noon, when the sun is at its strongest and brightest, casting harsher shadows and contrasts. The

best times to take outdoor photos are in the early morning and late afternoon hours. These are the times when the sunlight is softer, casting longer shadows, and enhancing your subjects with a warm, rosy glow.

When you are composing a picture, consider the “Rule of Thirds”, particularly for showing depth and balance in landscape photographs. Just mentally divide the view you see through the lens into thirds, and put your primary subject in the first or last third of your frame, balancing the rest of your photo with the two remaining thirds.

*The Rule of Thirds.
The first or third
boxes contain the
primary view.*

Short Subjects? Get Down!

The next time you photograph pets, children or other small subjects, try taking the shot from a new perspective. Keep the lens at their eye level by crouching down to get the shot. You'll notice a big difference.



Stay in Focus

Avoid taking blurred or out of focus shots by locking in (with an auto focus camera) on the part of the shot that you want to be the sharpest. Hold the camera with both hands, squeezing the shutter button gently. Remember, faster films allow you to freeze action (such as a swimmer's dive) and require less light than slower film.

Going Lighter or Darker

If your photos appear too light, next time try standing further back when using a flash. If your photos appear too dark, use a flash, and try standing closer to the subject. When shooting with a flash, you should stand between 5 and 12 feet from your subject. Remember, always to wait for the “flash ready” signal before taking the next picture.

Also, make sure the film you're using is the appropriate one for the image you want to capture. For example, for many bright outdoor shots, choose 100 ISO (ASA); for most indoor shots and other outdoor shots, 200 ISO is best; and for indoor or outdoor shots where conditions are darker or when you want to capture fast action (such as auto racing), a 400 ISO film might work best.

Better Indoor Pictures in a Flash!

If your subject appears too dark, it may be because you are photographing it beside a brighter light source such as a window or lamp. The camera reacts to the brighter background, so use your flash in such circumstances to avoid leaving the subject underexposed.

Get the Red Out

You can do something to prevent “red eye” effect when you take your photos. If there is enough existing or natural light, try taking pictures without using a flash. Other tricks you can do include having your subjects look off to one side instead of directly into the camera, or you can turn up the room lights when taking flash photos to reduce the size of your subject's pupils. If you still get “red eye,” simply remove it using the tools in MGI PhotoSuite SE.

2.2 Putting Photos on Your Computer

Before you are ready to begin working on your photos with MGI PhotoSuite SE, they need to be converted into a digital format that your computer can use. There are many ways to get your photos or any other images you want to use onto your computer. Have your photos transferred to CD; download images from a digital camera or scanner to your hard drive; or retrieve images from the Internet. You can then load the photos from your hard disk, floppy, or CD.

Getting Your Photos on Disk or CD

Once your photos are on disk or CD you can load them into MGI PhotoSuite SE to improve the quality of your photos. Most photo developers have the capability to transfer your photographs to either floppy disk or CD. Simply take your roll of film to your photo developer and ask that the images be placed on floppy or CD. If your computer has a CD-ROM drive, this may be the preferred medium, since CDs can hold more photographs than floppies.

Most versions of MGI PhotoSuite SE support Photo CD (.PCD) and FlashPix CD import. If your version does not, please see section 6 for information about upgrading to the full version of MGI PhotoSuite.

Photo CD (PCD)

Photo CD CD-ROM disks include one or more Photo CD images plus an overview file containing small “thumbnail” versions of each image on the disk. Each Photo CD file contains a number of scans of the same image at different resolutions.

If your computer has insufficient RAM you may not be able to load the higher resolutions, as these files can take up more memory.

MGI PhotoSuite SE does not save images in Photo CD file format. If you wish to save an image you have loaded from a Photo CD file, we suggest you choose either the JPEG or TIFF file format and save to your hard drive.

FlashPix (FPX)

Photos in FlashPix format can also be placed on floppy disk or CD. A FlashPix file contains the complete image plus several smaller copies, all within the same file. This has the advantage of producing high-quality printouts using the higher resolutions, along with fast image manipulation by using the smaller resolutions for screen display. Images at each resolution are also divided into tiles, which enables the application to minimize the amount of data processed while accessing, displaying or printing a portion of the screen content. MGI PhotoSuite SE will load FPX images and preserve all transformations, and has the ability to save your image to FPX for loading into other programs that support FlashPix.

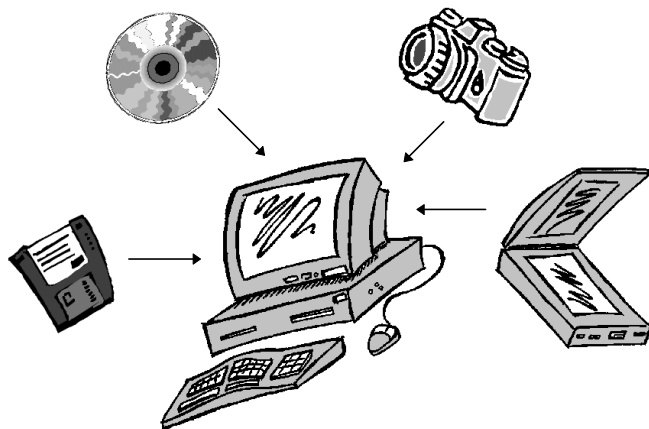
When you access a FlashPix CD, MGI PhotoSuite SE will specifically look for photos on the CD, presenting you with a thumbnail window from which you can easily choose the photos you want to load.

Note that FlashPix uses JPEG (JPG) compression, which means some picture degradation will take place if the file is saved multiple times in FPX format. If you plan to edit and save the photo repeatedly, save in a format like TIF or BMP. You can then save the finished photo in the FPX format if you wish to save disk space.

From a Digital Camera or Scanner

MGI PhotoSuite SE makes it easy to open photos from any TWAIN compliant digital camera or scanner. To do this,

1. Install your digital camera or scanner software by following the instructions included with the device. Connect the camera or scanner to your computer, following the manufacturer's instructions.
2. From MGI PhotoSuite SE's menu bar, select "File" then "Get Photos From...", then "Camera/Scanner...".



3. MGI PhotoSuite SE will activate your camera or scanner and allow you to import your photos.

From PhotoNet

Register with PhotoCenter's PhotoNet using MGI PhotoSuite SE's automated registering function. PhotoNet is an on-line photo service that, in cooperation with your local photo developer, processes your film into electronic images you can retrieve from the world wide web!

Just take your exposed film to any participating PhotoNet retailer and elect to have your processed photos uploaded to an Online PhotoCenter home page. You will be sent additional information from PhotoNet via email, including an access code. By accessing the Center on the Internet using the secure code, you can view and download the photos of your choice for easy manipulation in MGI PhotoSuite SE. You will also be able to send your photos via the Internet to family and friends! See your local photo developer for more details.

Please note that this method of photo retrieval requires that you have an account with an Internet service provider.

2.3 MGI Activity Guide

The MGI Activity Guide is your window into MGI PhotoSuite SE's full range of creative photo enhancement options and it is the starting point for selecting all of your photo activities. Get ready for an amazing creative journey in which you are the artist, cartoonist, designer and photo editor!

The MGI PhotoSuite SE Activity Guide takes you through the steps to get creative with your photos, making your own greeting or sports cards, calendars or magazine covers. Have your friend appear in a calendar and send it as a gift. Select the photo you want to work with and have fun adding text or painting over it, or by using any of the amazing special effects that appear under Fun in the menu bar or on the button bar.

The activities are:

Get Photos - This allows you to transfer photos from disk or other sources such as a scanner, digital camera, Photo CD or PhotoNet to your computer. See section 2.7, *Get Photos*.

Edit or Enhance Photos - Takes you to the MGI Photo Editor, where you have access to all the tools you need to manipulate and enhance your photos.

View Photo Album - This takes you to your photo album to see your photos.

View a Sideshow - Lets you see your photo album in a slide show.

Print Your Photos -

This allow you to print your photo.

Create Sports Card -

Lets you put a photo of your choice into a Sports Card.

Create a Greeting

Card - This lets you put a photo into a Greeting Card.



Create a Calendar - This lets you put a photo of your choice into a Calendar.

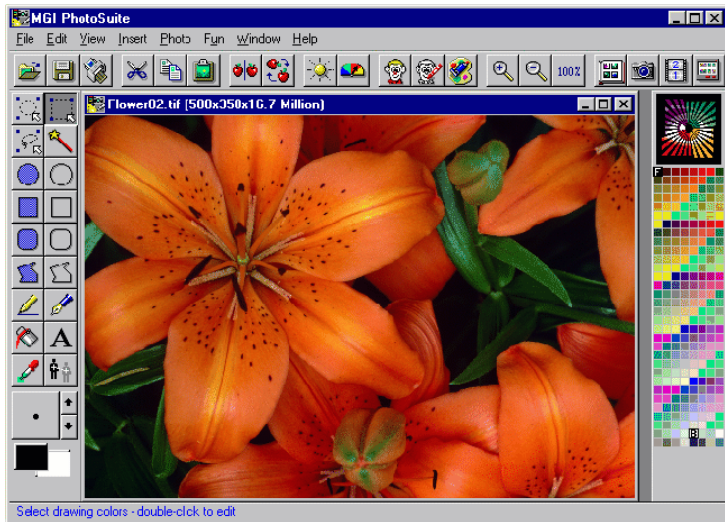
Create a Magazine Cover - This lets you put a photo into a Magazine Cover.

Fun With Your Photos! - This option calls up a dialog giving you more fun with your photos.

WARNING - Whenever you make changes to the image make sure to save it under a new filename using “Save As” under the File menu. Otherwise you could lose the original copy of your photo.

2.4 MGI Photo Editor

This is your primary photo editing and enhancement desktop - the menus for all MGI PhotoSuite SE functions. The MGI Photo Editor offers several menu bars. There is a Button Bar, along the top of the screen, and a Tool Bar, along the left side of the screen, where functions are represented by graphic icons for quick at-a-glance selection. See the Quick Tour for descriptions of these



features. Notice also the Menu Bar at the very top of your screen display (above the Button Bar). Many of the actions you can select from the Button Bar (such as Open File) are also accessible from the word list on the Menu Bar.

Button Bar

The Button Bar appears as a series of buttons or icon across the top of your screen and is a handy shortcut for reaching many frequently used features. Select, manipulate and enhance your images using the Button Bar. You can also access the same functions by selecting them from the Menu Bar, located above the Button Bar on the top of your screen.



Open Image

Opens the photo you want to use.



Save Image

Saves the image after you've made changes you want to keep.



Print Image

Prints the active screen image on the printer connected to your computer or network.



Cut

Cuts out a selected image or area to the clipboard.



Copy

Copies a selected image or area to the clipboard for future use.



Paste

Adds selected images or areas from the clipboard to any photo.



Mirror Image

Flips the entire photo or just a selected area.



Rotate Clockwise

Moves the entire photo or selected area 90 degrees.



Change Brightness

Alters the brightness level.



Image Enhance

Adjusts the level of contrast.



Cartoonize

Applies a funny Cartoon Effect to your photo or selected area.



Coloring Book

Turns your photo into a black and white outline, like a coloring book.



Oil Painting

Turns your photo into a stunning work of art.



Zoom In

Brings you closer and shows more detail with each mouse click.



Zoom Out

Lets you to step back and see a bigger picture with each mouse click.



Normal View

Shows the picture in its actual size.



View Photo Album

An at-a-glance view of your stored photos.



Start Slide Show

Presents your album photos, full size, in sequential order.



Activity Guide

Where the fun begins! Activity Guide lets you exercise your creativity by adding props, placing your photos into posters, calendars, sports cards, and giving you access to many other exciting photo enhancement tools and templates.

Tool Bar

The Tool Bar presents the range of options available to you for selecting, painting, writing, etc. on specified areas of your photo.



Select by Ellipse

Chooses an oval shaped area.



Select by Rectangle

Chooses a rectangular area.



Select by Freehand

Chooses an irregularly shaped area.



Select by Magic Wand

Selects area when scribbled over area's surface.



Draw Filled Ellipse

Draws a filled oval shaped area.



Draw Hollow Ellipse

Draws a hollow oval shaped area.



Draw Filled Rectangle

Draws a filled rectangle.



Draw Hollow Rectangle

Draws a hollow rectangle.



Draw Filled Rounded Rectangle

Draws a filled, rounded rectangle.



Draw Hollow Rounded Rectangle

Draws a hollow, rounded rectangle.



Draw Filled Polygon

Draws a filled irregular shape with as many sides as you want.



Draw Hollow Polygon

Draws a hollow irregular shape with as many sides as you want.



Draw Straight Line

Draws a straight line as long as you want.



Freehand Draw

Draw whatever you wish on the screen.



Flood Fill

Fills a one-color area with another color.



Add Text

Allows you to write captions, headlines on your photo.



Eyedropper

Allows you to pick a color from your photo and use it as a primary drawing color.



Clone Tool

Copies one area to another area on your photo. Useful for repairing damaged areas or covering unwanted objects.

Note: *If the [Shift] key is held down while the shape is drawn, a circle will be created for the ellipse tools and a square will be created for the rectangular tools.*



Pen Settings

Allows you to choose the pen shape and size you prefer. Note: The pen size you choose will be used for all the other drawing tools, including the outline thickness for shapes.



Foreground/Background Colors

Shows the foreground color currently in use on the left and the background color in use on the right. If the left mouse button is held down while drawing filled shapes, the foreground color is assigned to the fill, and the background color is assigned to the outline. The opposite is true if the right mouse button is held down. For lines and hollow shapes, draw with the left mouse button held down to assign the foreground color, and the right mouse button to assign the background color.

You can choose new foreground and background colors from the color palette. Click on the color you want in the color palette with the left mouse button for the foreground, and the right mouse button for the background. Or, you can click the mouse on the foreground or background color box, which will bring up the color selector. You can then choose a color by clicking on an area of the color spectrum, or by entering numerical values for Red, Green and Blue, and for Hue, Saturation and Luminosity.

2.5 Detailed descriptions of some Tool Bar Icons

Freehand Select



Freehand Select allows you to choose an irregularly shaped area.

To draw a straight line polygon (irregular shape), simply click once on the left mouse button for each line in the shape around the area you want. When finished, click the right mouse button.

To draw a curved shape freehand, click the left mouse button and hold it down as you move the mouse around the area you've selected. When finished outlining the shape, click the right mouse button to seal it.

After you have outlined your straight line or curved shape, click inside the outlined area and you can move or copy the image wherever you wish.

Smart Magic Wand



The Smart Magic Wand is a special tool that targets areas of similar color, to select an entire area.

Move the wand to the area of the photograph you want to select, scribble over the area with the left mouse button held down, and when you release the mouse button the wand will create a copy of the area.

For example, you could select only a cloud in a landscape photo, by scribbling with the Smart Magic Wand over part of the cloud's surface. The entire cloud will then be copied (provided the color was fairly uniform to begin with). The Smart Magic Wand is also ideal for removing red eye from your photos! See *“How to Remove Red Eye in Section 3.”*

Clone Tool



Copies a selected color from one area of your image to another.

The Clone tool is especially effective for repairing damaged photos.

First, adjust the size of the clone tool to suit the type of work you will be doing using the *Pen Settings* tool, described above. Next, select the clone tool and click on the area of the image you want to clone from. This will usually be an undamaged area of a photo (such as a background or texture) you wish to copy over to another area. The tool appears on the photo as a large “+”, with a smaller flashing “+” remaining stationary on the first spot you clicked. Move the large “+” to the area you wish to repair. Click and hold while you move the mouse. You are now cloning the area under the flashing “+” to the large “+”. You can copy as much of the original image as you wish, simply by moving the large “+” around the new area and using the flashing “+” as a guide to indicate how much of the original image you want to copy. Remember to adjust the Pen Setting size to obtain the best results.

To set a new cloning source, release the mouse button, move the larger cursor to a new source, hold the [Shift] key and press the left mouse button again. This will “drop” the small flashing “+” on the new area. Move the large “+” to the area you want to clone to, and press the left mouse button to clone.

2.6 Loading Photos into MGI PhotoSuite SE



Once your photos are on CD, floppy disk or your hard drive, you can easily retrieve them for editing and fun activities in MGI PhotoSuite SE.

Click the Open File button, or choose “Open” from the File menu to load photos from CD, floppy or hard drive. Select the drive letter and directory where your photos reside, choose the file you want and click Open (if you don't see the desired file, click “Find” and type the file name).

2.7 Get Photos

Selecting “Get Photos From...” in the File menu or from the Activity guide presents several sources to retrieve your photos:

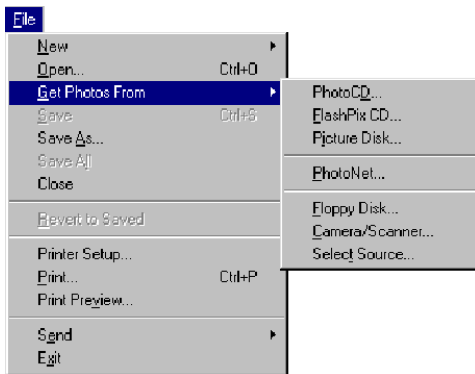
Photo CD

Allows you to retrieve your photo from a Photo CD.

FlashPix CD

Lets you retrieve your photos from a FlashPix CD.

MGI PhotoSuite SE will specifically look for photos on the CD, presenting you with a thumbnail window from which you can easily choose the photos you want to load.



Picture Disk

Similar to FlashPix CD, above, but the photos are on a floppy disk instead of a CD. This format holds less photos than a CD.

PhotoNet

Retrieve your photos from the PhotoNet on-line photo developing service on the world wide web. You must have an account with an Internet service provider to use this option (see section 4, *How to Get Your Photos using PhotoNet*).

Floppy Disk

Access your photos from the floppy disk drive (usually Drive A\;).

Camera/Scanner

Retrieve images stored in any TWAIN compatible digital camera or scanner connected to your computer.

Select Source

MGI PhotoSuite SE implements support for the industry-wide TWAIN specification to enable scanners, digital cameras and other image input devices that you may have attached to your computer.

Choosing “Select Source” displays a window enabling you to select from different TWAIN compatible image acquisition sources connected to your computer. After using “Select Source” to choose a device, you can then get images by selecting “Get Photos From...” and then “Camera/Scanner.”



The “Get Photos” command can also be accessed from the Activity Guide. From the Activity Guide, click on Get Photos, and the following dialog box will appear:



3. Fun with Your Photos

3.1 Albums, Props, Templates and Fun

How to Create a Photo Album

When you create a PC photo album you have an at-a-glance view of your photos to work with in MGI PhotoSuite SE. It's a great way to quickly select and view the photos you want instead of sifting through folders & filenames.



1. From the Activity Guide, click on “Get Photos.” You will see the Get Photos dialog. Choose where to load your photos from, such as a disk or Photo CD. You will then see the “Insert Photos into Album” dialog.
2. Choose the drive and directory where the photos are located. Highlight only the photos you want for the album. Select them all instantly by clicking on the first one, holding down the shift key and clicking on the last image.
3. Click on “Open” to create your own photo album, complete with all stored photos.
4. Save your Album under “Save” from the File menu.
5. Create descriptions of each photo in your album by first highlighting the photo, then clicking on “Description” from the Album menu.

How to Create a Photo Calendar



1. Select “Create a Calendar” in the Activity Guide.
2. Select a photo from your photo album, or click on Select from Disk or Floppy. Once your selected photo appears on the screen, you'll notice it appears within a calendar frame.
3. Choose a Calendar from the left hand selection menu. Choose Print to make a printout.

How to Create a Photo Greeting Card



1. Then select a photo from your photo album, or click on Select from Disk or Floppy. Once your selected photo appears on the screen, you'll notice it appears within a Card frame.
2. Choose a card from the left hand selection menu by clicking on the card you want.
3. Adjust the size of your Card photo by clicking and dragging the corner of the photo. For more information, see “*How to Resize Photos to Fit a Frame.*”
4. Choose Print to make a printout.

How to Create a Photo Sports Card



1. Click “Create a Sport Card” in the Activity Guide.
2. Then select a photo from your photo album, or click on Select from Disk or Floppy. Once your selected photo appears on the screen, you'll see that it appears within a hockey, football, or baseball frame.
3. Choose the sport you want from the left hand selection menu.
4. Next, adjust the size of your Card photo by clicking and dragging the corner of the photo. For more information, see “*How to Resize Photos to Fit a Frame.*”
5. Choose Print to make a printout.

How to Create a Magazine Cover



1. Click “Create a Magazine Cover” in the Activity Guide.
2. Select a photo from your photo album, or click on Select from Disk or Floppy. Once your selected photo appears on the screen, you'll see that it appears within a magazine cover.
3. Choose the cover you want for your card from the left hand selection menu.
4. Adjust the size of your photo by clicking on the corner of the photo. For more information, see “*How to Resize Photos to Fit a Frame.*”
5. Choose Print to make a printout.

How to Resize Photos to fit a Frame

You can resize your photo to fit your calendar, sports card or magazine cover in three different ways.

Manual Adjustment

One way to change the size is to click on a tab at the corner of the photo and drag to the desired size. Adjust the photo until it fills the allowed space. Clicking the “Aspect Ratio” checkbox will ensure that the horizontal and vertical proportions of your photo remain constant, so people or objects will not appear too wide or too tall.

Auto Fit

If you want the picture to fit into the predefined area and keep its proportions, you can click on the Size menu and choose “To Fit”. This sizes the picture to the predefined area with no overflow. If, however, the proportions of the photo do not match the pre-definition, there will be a blank section wherever the photo is too narrow to fill the space. To eliminate this space and completely fill the frame, choose “Auto Fill”.

Auto Fill



If you want the picture to fill in the default predefined area, click on the Size menu and choose “To Fill”. This fills the predefined space with the picture. If “Aspect Ratio” is checked, the proportions will remain constant, but part of the photo may remain hidden from view behind the frame.

Whatever adjustment method you choose, you can still manually resize your photo if you wish (See “*Manual Adjustment*”), and then print.

Add a Picture Frame

This effect does just what it suggests - puts your favorite photos in a suitable frame. There are many frames from which you can choose, from classic frame styles to amusing ones such as a TV screen or film strip.



1. Get the photo you want to frame by clicking on Open Image from the Button Bar, or choosing Open under the File menu.
2. Select “Picture Frame” from the Insert menu.
3. Choose the picture frame you want from the left hand selection menu and click “OK”.
4. You can print your framed photo by selecting “Print” from the File menu.

How to Turn your Photo into a Coloring Book

1. Get the photo you want either from the photo album, by using Open Image on the Button Bar, or by choosing Open from the File menu.



2. Select the Coloring Book button on the Button Bar.
3. Click OK, and your photo will become outlined like a page from a coloring book!


How to Turn your Photo into a Cartoon

1. Get the photo you want either from the photo album, by using Open Image on the Button Bar, or by choosing Open from the File menu.

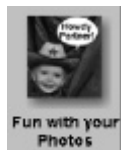



2. Select the Cartoonize button on the Button Bar.
3. Click OK and watch your photo turn into a funny cartoon.

How to Turn your Photo into an Oil Painting

1. Get the photo you want either from the photo album, by using Open Image on the Button Bar, or by choosing Open from the File menu.
2. Select the Oil Painting button on the Button Bar.

3. Click OK, and your photo will instantly show softened lines and even suggest the appearance of brush strokes as it becomes a work of art.

How to Create a Body Switch



1. Select “Fun with Photos” in the Activity Guide.
2. Select “Do a Body Switch”
3. Select the photo you want from your photo album or click on Select from Disk or Floppy.
4. Choose the cartoon body you want. Your photo and the cartoon body will appear on a split screen.
5. Highlight your photo by clicking on it.
6. Pick a selection tool from the top of the tool bar (Select by Ellipse, Rectangle or Freehand) and outline the head area on your photo.

7. Click the left mouse button and drag the cutout photo over to the cartoon image. Release the mouse button and the head will appear on your cartoon screen.

- Place it on the body and adjust the head size as required, using the tabs outlining the image.

How to Add Text Captions

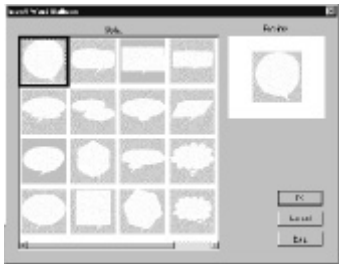
- Get the photo you want either from the photo album, by using Open Image at the far left of the button bar, or by choosing “Open” from the file menu.



- Select the Add Text tool from the tool bar and type in your text.
- Choose the font, style and size you want for your text.
- Click “OK”. The text will appear at the top of your photo. Notice a dashed outline surrounding your text in a box. Move the box of text around until you place it where you want it to appear on your photo. Then, click on the mouse outside the text box and the dashed line will disappear

How to Add Word Balloons

- Select “Fun with Photos” in the Activity Guide.
- Select “Add A Word Balloon”
- Select the photo you want from your album or click on “Select from Disk”.
- Choose the word balloon you want and click “OK”.
- Resize the balloon to the size you want and click outside of the outlined balloon area.





6. Select the Add Text tool and type the text you want in the space provided. Adjust text size, remembering that it needs to be small enough to fit within the balloon.
7. Click “OK” and position the text within the balloon. If the text is too big you can delete it by selecting “Edit”, then “Undo” from the menu bar, and then select the Add Text tool again, type in your text, and choose a smaller text size.

How to Add Props

1. Select “Fun with Photos” in the Activity Guide.
2. Select “Add a Prop”.
3. Choose the prop you want, click “OK” and it will appear on top of your photo.
4. You can resize the prop if desired and move it to the area of your photo where you want it to appear.
5. Click outside the dashed line and your new prop will be set in place.

3.2 Repairing and Enhancing Photos

How to Repair Cracks or Remove Objects

If you have a favorite wedding photo, for example, with too many people in the picture, or an old photo with a damaged area, you can remove or repair sections of your photo using the Clone Tool.

1. Get the photo you want from the photo album, or by using Open Image at the far left of the button bar, or by choosing “Open” from the File menu.



2. Select the Clone tool from the tool bar.
3. Find an unaffected area of the image that resembles the damaged part you wish to cover

up, so you may clone a good area over the blemish.

Click on the undamaged area; a flashing cross appears. Move the cursor a short distance and click the left mouse button so that the two crosses become linked. Now scribble the clone tool over the damaged area while holding down the left mouse button. You can adjust the size of the clone tool using the pen setting icon on the tool bar. Scribble with the clone tool to cover as much of the image as necessary.



How to Remove Red Eye



1. Get the photo you want from the photo album or by clicking the Open Image icon, or by choosing



“Open” from the File menu.



3. Zoom in to the eye using the zoom button.

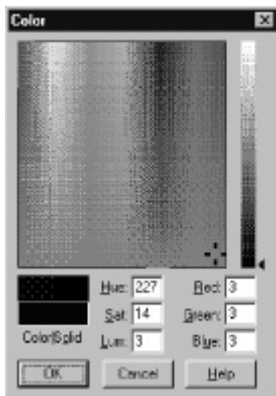
4. Select the Magic Wand from the tool bar.

5. Scribble the Magic Wand over the red area of the eye by holding down the left mouse button.

6. Choose the foreground portion of the foreground/background color tool at the bottom of the Tool Bar.

7. The Color dialog box will appear. Click on the grey area at the bottom right of the color square (cross hairs) then select black from the color bar on the right of the dialog box. Click OK.

8. Go to the scissors on the button bar and click once. That will change the red eye pupil to normal black.



How To Adjust Brightness



1. Click on the Brightness icon in the button bar., or choose “Brightness” from the Photo menu.
2. Move the cursor on the brightness slide bar up for brighter or down for darker.
3. Click on “Preview” to see the changes on your image.
4. If you are happy with the changes in brightness, click “OK.”

How To Enhance Colors

To enhance your image by sharpening or softening contrasts.



1. Click on the color meter button, or choose “Enhance Colors” from the Photo menu.
2. Move the cursor on the slide bar up for brighter or down for darker.
3. Click on Preview to view your selected enhancement level.
4. Click “OK” if you are satisfied with the change.

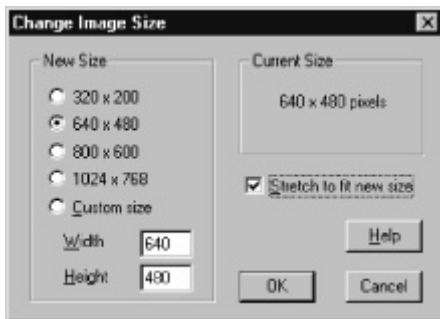
How to Change Your Photo's Layout

Photo Size

1. In the Image menu, go to “Resize...”
2. Select the desired size in the “Change Image Size” window to change the size of your working area.
3. Decide if you want the photo to expand to cover the working area, and if so click on the “Stretch to Fit New Size” check box. If you want to add more

blank drawing space without enlarging the photo, be sure that the “Stretch to Fit” box is not check marked. Click “OK.”

To resize your image so that it maintains the correct vertical and horizontal proportions, you must enter a custom size that maintains the existing aspect ratio. For example, if you have an image that measures 620 x 380 pixels and you want to increase it’s width to 800, you must increase it’s height by the same proportion. To find out the correct height:



New width / original width = factor Original height x factor = new width

$$800 / 620 = 1.29$$

$$380 \times 1.29 = 490 \text{ (pixels)}$$

You have now calculated the new custom width and height (800 x 490 pixels). Input those values into the Custom size number fields and click on “OK.”

Photo Orientation



To rotate the image 90 degrees clockwise, go to the Rotate Clockwise icon on the button bar and click once. (Or, from the menu bar choose Image, and then Rotate). To rotate 180 degrees (to in effect, turn it upside down), click twice. To rotate it 270 degrees, click three times. To return the photo to its original position click a fourth time.



For a mirror image of your photo, go to the button bar and select the mirror icon (or you can choose “Mirror” from the Photo menu). This will automatically flip, or reverse the orientation of your photo. You can mirror only part of the photo, if desired. First, select an area of the photo using any of the selection tools described above. Click inside the selection to activate it, and then select the Mirror command.

How to Trim an Area of Your Photo

To remove a selected area of your photo, drag an area with the mouse and select the Cut icon from the Button Bar. The area highlighted will be removed.

To keep the selected area and discard the surrounding image, drag an area with the mouse to define a part of the photo to retain, then select “Trim” from the Edit menu. The area outside the square will be discarded.

3.3 Create Great Flyers and Advertisements

There are many ways you can use photos to give your advertisements and flyers added impact. For example, you could choose to use a photo as the entire flyer background, adding text on top of it. Or you could arrange several photos on the same page, such as showing the antique table, the old bike, and other items you have for your garage sale.

For every layout you choose, simply get the photos you want and resize them to suit the flyer or ad, and then write your advertisement using the Add Text tool. You can copy and paste your photos into other applications like Microsoft's Works, Office, PowerPoint and Broderbund Print Shop.

Use Your Photos to Create A+ School Projects

Impress your teacher and classmates when you import your photos into your next school project. Make your geography project on the Galapagos Islands come alive with a picture of a giant turtle. Submit a science project complete with "before" and "after" photos of your experiment to show graphically how your plants grew using a particular kind of fertilizer. Use MGI PhotoSuite SE to alter and enhance your photos before you copy and paste them into your project.

- Use the Special Effects to add interest to your projects. Try the Crystallize, Mosaic, Emboss or other filters to create unique effects and backgrounds.
- Experiment with changing the size and orientation of your photograph.
- Create Text Captions, use a Body Switch, or surround your photo with a Picture Frame.
- Drag & drop, or Cut & Paste photos from MGI PhotoSuite SE or other applications.

- Get photos from other applications and the Internet to create exciting multiple photo collages!

Create Powerful Business Presentations

Imagine how impressive your next business presentation will be with photos to grace the cover or illustrate important points. Consider how much more effective your charts and graphs will turn out with a photo behind them, representing your topic. Use a photo as a background, or as a centerpiece.

With MGI PhotoSuite SE, presentations can easily be made more impressive. Enhance your photos using MGI PhotoSuite SE and then import them into the word processing package, spreadsheet or slide presentation program you want, using the Insert feature on those packages.

3.4 How to Put Your Photos Into Windows Wallpaper

You can use MGI PhotoSuite SE to put your photo on the background of your computer screen.

1. Get the photo you want from the photo album or by clicking on the Open Image icon in the button bar, or by choosing Open under the File menu.
2. Select Fun from the menu bar above your screen.
3. Choose “Set as Windows Wallpaper.” and your photo will be positioned in the center of the page as your screen “wallpaper” or background.

3.5 How to Put Your Photos Into a Screen Saver

It's easy to turn photos into a Windows Screen Saver with MGI PhotoSuite SE.

1. Get the photo you want either from the photo album, by using Open Image at the far left of the button bar, or by choosing Open under File on the menu bar.
2. Select Photo from the menu bar above your screen.
3. Choose “Set as Windows Screen Saver,” and your photo will appear every time you leave your PC unattended for a few minutes.

3.6 Printing



To print the active photo, click on the Print icon in the button bar, or select “Print...” from the File menu. The Print Photo window will be displayed.

The actual appearance of the output is determined by the printer driver and the capabilities of your printer. Some printer drivers allow you to adjust the darkness of the printed output and to optimize output for color, grayscale, or photographic images. Select the “Properties” button to adjust settings specific to your printer.

4. Photos and the Internet

4.1 Applying MGI PhotoSuite SE to the Internet

The Internet is a popular medium for people to access and download information such as text, drawings, and photos. There are many interesting photos to choose from that you can download and use as “canvases” for your own artistic enhancements using MGI PhotoSuite SE.

How to Get (download) a Photo From the Internet

Running your favorite browser program, such as Netscape Navigator or Microsoft Explorer, locate the photo you want to capture on the Internet. Saving a photo can be done many different ways, so consult the online help of your browser program. Using Netscape Navigator (note: for other browsers, consult the online help):

1. To select a photo from a web page, click with the right mouse button.
2. From the menu that appears, select View Image.
3. From the same menu (or from the File menu), click on Save Image As, type in a name for the image, and save it into a hard drive directory. Once saved, your photo can be opened up, deleted or modified in MGI PhotoSuite SE whenever you wish.

How to prepare a Photo for Placing onto the Internet

There are few things to consider before you post a photo onto the Internet. A file’s size can affect the time required to transfer and display a photo over the Internet: the larger the file size, the longer it takes to transfer the photo electronically over phone lines. Additionally, photos that are only intended to be displayed on a monitor screen (rather than printed) do not need to be very

large to produce good results. Therefore, you can usually reduce the size of your photo if it will be posted to the Internet. One of the better file formats to save your photo in before posting is JPEG. This format compresses the file size to minimize transfer time over phone lines.

How to get your photos using PhotoNet

If you have an account with an Internet service provider, MGI PhotoSuite SE and PhotoCenter's PhotoNet offer a unique way of getting your photos – downloading them directly from the Internet!

PhotoNet is an on-line photo service that, in cooperation with your local photo developer, processes your film into electronic images you can retrieve from the world wide web. Just take your exposed film to any participating PhotoNet retailer and get your film processed as usual. Don't forget to check the PhotoNet option on the print order form to have your processed photos placed onto an online PhotoCenter home page. When your photographs are ready to be viewed, you will automatically receive an email message from PhotoNet informing you that your photos have been processed, and the film ID number needed to access your photos.

By accessing the PhotoCenter on the Internet using your unique code, you can view and download the photos of your choice for easy manipulation in MGI PhotoSuite SE. Your family and friends can also view your photos no matter where they live, so long as they have an Internet connection. Simply give them the address of the PhotoCenter and your unique photo ID, and they will be able to view and download your photos!

You can register with PhotoCenter's PhotoNet using the automated registering function in MGI PhotoSuite SE, to automatically access the PhotoNet home page on the Internet..

Getting your photos from PhotoNet is easy:

1. From the File menu, select “Get Photos From...” then “PhotoNet...”.
2. The “Log into PhotoNet” dialog box will appear. In the Account Type section, make sure Online PhotoCenter is activated. Type in your name and the information provided in the email you received from PhotoNet.

Log into PhotoNet

Account Type

Online PhotoCenter

Club Membership

Complete Service

Address: www.photonet.com

Name: John Smith

Access Code: 123abcd

Related Films:

Related Films

Enter your name and film number you wish to view.

3. Click on the Setup button. You will be presented with a Billing Information box for you to fill in, stating your name, address, and other information. When you have finished typing in all data, click OK to store the data. The next time you want to access PhotoNet, you can skip Setup unless you wish to change the information.

Billing Information

Full Name: John Smith

Street: 123 Maple Drive

City: Masonville

State/Prov: Tricity

Code: MTN 1M1

Country: Canada

Phone: 555-555-1234

Email: jsmith@domain.net

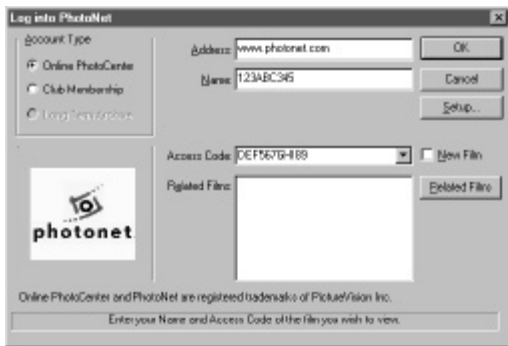
Credit Card: 123 456 789

Expire: Month: 5 Year: 93

Uploading Photos to the Internet using PhotoNet

You can upload your own photographs to PhotoNet, (to provide family and friends access to your photos on-line, for example).

1. From the File menu, click on “Send,” and then ”To PhotoNet.”
2. Choose New Film or Existing Film, as required.
3. Click OK. You will see the send status dialog.



You can add new photos to existing film, if desired.

How to Send Photos Via Email

You can send your photos to anyone with an email address directly from within MGI PhotoSuite SE!

1. Have the photo you want to send loaded into MGI PhotoSuite SE. From the File menu, select “Send” and then “Via Email.”
2. Your Internet messaging application will automatically be launched, with your photo placed in the message. You can type in a greeting to accompany the photo, if you wish.
3. Type in the email address of the person you want to send the photo to, and click on Send. It’s that simple!

Make MGI PhotoSuite SE Your Internet Image Viewer

Most Internet Browser programs such as Netscape Navigator allow you to specify what software to use when viewing downloaded images from the Internet. MGI PhotoSuite SE is an excellent program for viewing downloaded images and we recommend that you make it your Internet image viewer. To do this with Netscape Navigator (2.0),

1. Open Netscape Navigator
2. On the menu bar select Options, General Preferences.
3. In the General Preferences dialog box, click on the tab marked "Helpers"
4. Select "image/jpeg".
5. In the "Action" section of the General Preferences dialog box click "Launch the Application"
6. Browse to pstarter.exe. The default path is C:\photos\pstarter.exe
7. Repeat steps 4-6 for "image/tiff" and "image/gif".
8. Click OK when done.
9. MGI PhotoSuite SE will now act as you Internet Image Viewer for downloaded images in Netscape Navigator.

If you use an Internet browser program other than Netscape Navigator, please consult your Internet browser program user guide on how to install an image viewer.

5. Upgrading to the full version of MGI PhotoSuite

It's easy to upgrade from MGI PhotoSuite SE. The full version of MGI PhotoSuite will let you create even more dazzling photo effects. It has more special effects, lens effects, decorations and frames; TWAIN support for digital cameras and scanners; a photo organizer; screen capture for retrieving images from CD-ROM encyclopedias or from the Internet; and a bonus Multimedia Library filled with hundreds of professional color photos, sound effects, music files and animations. You can do so much with MGI PhotoSuite SE, just imagine what you can achieve with the much more powerful full version of MGI PhotoSuite!

For more information on MGI PhotoSuite or our other products, contact our Customer Service department at:

North America

MGI Software Corp.

50 West Pearce Street

Richmond Hill, Ontario L4B 1E3 Canada

Telephone: **1-888-MGI-SOFT (644-7638)**

Fax: **(905) 707-3694**

Europe Telephone

U.K.: **(+44) 1 71 365 0034**

Germany: **(+49) 69 9 509 6012**

France: **(+33) 1 41 91 38 07**

Fax (Europe): (+31) 20 430 3024

Technical Support

Need help? No problem. Simply consult the MGI PhotoSuite SE online manual by selecting “Contents” from the Help menu. You can also obtain technical support from the vendor that packaged this edition of MGI PhotoSuite SE with their product. Contact the product manufacturer for more details.