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Finding Your Way in Photo Editor


Welcome to ACDSee Photo Editor

Photo Editor is an image-editing application, designed to be a companion application for ACDSee and ACDSee Pro. It gives you the tools to make advanced edits to your photos, fixing problems like over- and under-exposure, color tints, and red-eye. It also includes a wide variety of stunning visual effects, which you can add as objects and edit individually, allowing you to achieve professional results in no time.

Using How-tos to Learn About ACDSee Photo Editor

The How-tos palette is on the right side of the Photo Editor window, grouped with the other palettes. The How-tos take you step-by-step through editing and creative tasks. As you click Next, the particular control involved in that step activates in the window, so that you can see which one you need to use.

To Use the How-tos:

1. Click the arrow in front of the How-tos title  to list the groups of how-tos.
2. Click the arrow beside the group title to list the how-tos within that group.
3. Click the title of the how-to or the arrow beside it to open the introduction.
4. Click **Start** to begin the how-to.
5. Follow each step, and then click **Next** to move through the how-to.

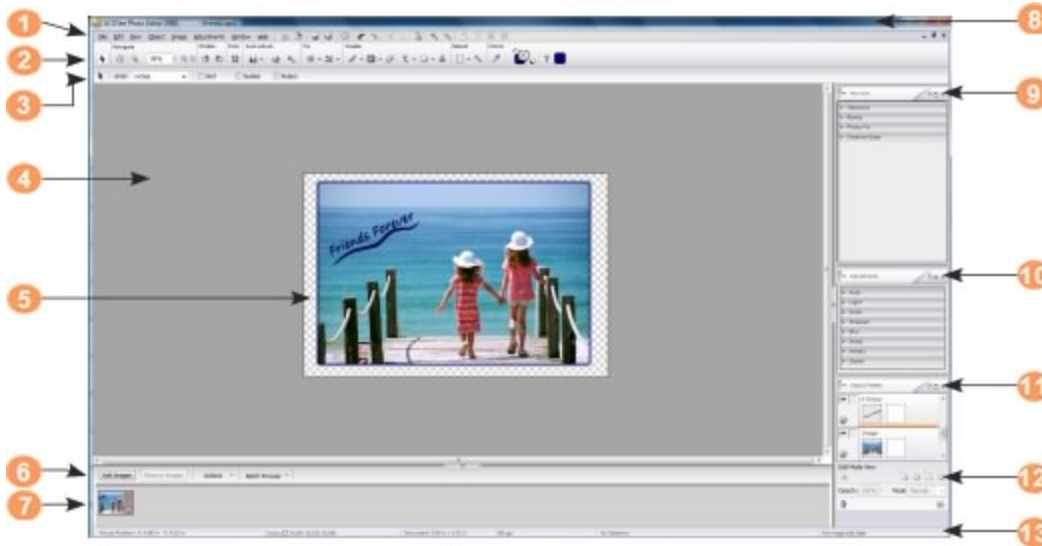


You can click **Previous** to return to the step before.

How to Use ACDSee Photo Editor

About the ACDSee Photo Editor User Interface

The Photo Editor interface is designed to give you quick access to everything you need to edit photos or create beautiful images. You can quickly access most of the functionality you need via the toolbars and palettes.



Toolbars

There are three toolbars at the top of the window.

- 1 **Menu bar:** Contains menus of all functionality in the application. Note that there are standard Windows® icons on the right of the Menu bar.
- 2 **Toolbar:** The main toolbar contains shortcuts to the functionality that you use most often. It is divided into sections so the functions are always easy to find.
- 3 **Properties bar:** A dynamic toolbar that changes depending on the function that you select. Each Properties Bar has a set of options that belong to a particular function.

Work Area

This is the central area where you gather all the elements to use in your images.

- 4 **Work area:** The dark gray area around the Print area where you can place objects or photos while you are working so that they are easy to find or compare. Objects or photos in this area are not printed.
- 5 **Print area:** The framed area where you gather and arrange your final objects or image for printing. Any objects or photos within this frame are printed. You can set this area to be white, black, any color, or transparent.

Image Basket

Holds photos from different folders while you are working with them so that you can see them all at the same time.

- 6 **Image Basket Toolbar:** This toolbar contains the buttons and menus for using the Image Basket.
- 7 **Image Basket:** The area at the bottom of the window that displays the photos you have opened with any changes you have made to them. You can add, remove, tag, or group photos. You can also edit multiple images simultaneously using the Batch Edit wizards.

How-tos Palette

Step-by-step instructions on how to use the application.

9

How-tos:

This palette contains easy-to-follow instructions that also activate the actual controls of the application as you are working through them. The How-tos are grouped to make them easier to find. They also contain tips on how to get the best out of Photo Editor. Before and After pictures show you the effect of each how-to.

Adjustments Palette

Provides quick access to all the fixing, editing, and creative functions for photos.

10

Adjustments:

A palette that provides an alternative way to find all the functions for fixing or enhancing photos, including icons showing the effect they will have on a photo. You can reach a function that you are using faster and keep it open.

Object Palette

Lists all the objects in the current work area.

11

Object Palette:

This palette provides functions to group or lock objects, change their order, or set their opacity, edit mode, and mask mode. You can also set the size of the thumbnails in the Object Palette.

12

Object Palette toolbar:

This toolbar contains icons, drop-down lists, and menus for working in the Object Palette.

Title Bar and Status Bar

Contain useful information that you can refer to as you work.

8

Title bar:

The bar at the very top of the window that contains the application logo and name as well as the name of the file currently in the work area.

13

Status bar:

The bar at the very bottom of the window that contains sections that update as you work. It displays the mouse position, the values for the color currently selected, the size of the currently selected object or photo, and other useful information.

About the ACDSee Photo Editor Toolbars

Menu Bar

The Menu bar is the first toolbar at the top of the Photo Editor window. It contains controls for most of the functions in Photo Editor.



Main Toolbar

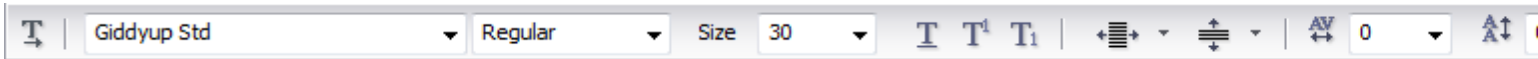
The Toolbar is just below the Menu bar and contains icons, which are shortcuts to frequently-used tools. The tools are divided into sections based on similar functionality. Some icons have a down-arrow beside them that you can click to access more tools similar to that one.




Properties Bar

When you click on a tool in the main Toolbar, the options for that tool appear in the Properties bar, just below the Toolbar itself. Details on how to use the Property bar are given in the topics on how to use each tool.

Below is the Properties bar for the Text Tool.



Using the Main Toolbar

Located below the Menu bar, the main Toolbar gives you one-stop access to the most-used functions. You will see a drop-down arrow  on the right side of some icons on the Toolbar. Clicking the drop-down arrow displays a menu of similar functions that you can select.

To Use the Main Toolbar:

1. Select the photo or object.
2. Click the function you want to use.

Either the Property bar for that function, or a dialog box, opens. In some cases, as with the Auto Adjust tools, the function is applied immediately.

Click **Ctrl+Z** to undo an effect if you make a mistake.

Main Toolbar Tools



Selection Tool

Use the Selection Tool to select a photo or object. You can select multiple objects by holding down the **Shift** key as you click on each object. You can also select multiple objects by clicking and dragging across or around the objects.

Navigate

This section contains functions that help you change the magnification of photos and objects, or move them to different locations.



Hand Tool

Use the Hand Tool to reposition the work area.



Magnifying Glass Tool

Use the Magnifying Glass Tool to zoom in on a photo. Hold the **Shift** key down and click on a photo to zoom out. If you want to zoom in on a specific area in a photo, click and drag an exact rectangle around the area.



Fit to Screen

Click **Fit to Screen** to display the entire photo within the work area.



Actual Size

Click **Actual Size** to display the photo at its actual size.

Rotate

This section contains functions to rotate the work area.



Rotate Work Area Left

Click this icon to turn the work area 90° to the left.



Rotate Work Area Right

Click this icon to turn the work area 90° to the right.

Crop

This section contains the Crop Tool.



[Crop Tool](#)

Click the **Crop Tool**, then click and drag a rectangle around the area you want to keep. Anything outside the rectangle will be deleted after you click **Apply Crop**. Objects and text inside the rectangle are merged with the photo and are no longer editable.

Auto Adjust

This section contains functions for quick fixes to levels and colors.



[Auto Levels Tool](#)

Click the **Auto Levels** Tool to automatically correct the contrast in the photo. This can affect the colors in the photo.



[Auto Colors Tool](#)

Click the **Auto Colors** Tool to automatically correct color balance in the photo.



[Auto Fix Tool](#)

Click **Auto Fix** Tool to automatically correct both contrast and color balance in the photo.

Fix

This section contains functions that you can use to manually correct a variety of problems in your photos. You can also use these functions to creatively blur or lighten an area for special effects.



[Red Eye Tool](#)

Use the Red Eye Tool to reduce the red-eye effect caused when light from a flash reflects off the back surface of the eye.



[Sharpen Tool](#)

Use the Sharpen Tool to reduce blurriness by increasing the color difference in adjacent pixels.



[Blur Tool](#)

Use the Blur Tool to increase blurriness in a photo.



[Sponge Tool](#)

Use the Sponge Tool to add or remove gray from specific areas of a photo. Choose **Saturate** to remove gray and **Desaturate** to increase the amount of gray.



[Smudge Tool](#)

Use the Smudge Tool to pull color from one area of a photo and drag it into adjacent areas.



[Dodge Tool](#)

Use the Dodge Tool to lighten specific areas of a photo. Increasing the exposure increases the lightening effect of the tool. If you select Shadows, Midtones, or Highlights from the Mode menu, the Dodge tool lightens pixels that fall within the selected range only.



[Burn Tool](#)

Use the Burn Tool to darken specific areas of a photo. Increasing the exposure increases the darkening effect of the tool. If you select Shadows, Midtones, or Highlights from the Mode menu, the Burn tool darkens pixels that fall within the selected range only.



[Repair Tool](#)

Use the Repair Tool to repair flaws in a photo by copying and blending pixels from the surrounding area to cover the flaw. Press and hold the **Alt** key, then click in the photo close to the problem to select an area similar to the one you want to change. Release the **Alt** key, then click or drag in the image to paste the over the flaw.





















[Rubber Stamp Tool](#)

Use the Rubber Stamp Tool to make an exact copy of an area so you can paste the copy over another area to hide flaws or create effects. Press and hold the **Alt** key, then click in the photo to select an area to clone. Click or drag in the image to paste the cloned area over the flaw.

Create

This section contains tools for adding text or objects such as boxes, circles, and lines to photos. It also contains functions for painting and drawing, as well as a very useful eraser.

	Paintbrush Tool	Use the Paintbrush Tool to paint on photos using a brush. Press and hold the Alt key, then click on a color in the photo to select that color. Release the Alt key, then click and drag to paint that color onto the photo.
	Airbrush Tool	Use the Airbrush Tool to paint on photos using an airbrush. Press and hold the Alt key, then click on a color in the photo to select that color. Release the Alt key, then click and drag to paint that color onto the photo.
	Pencil Tool	Use the Pencil Tool to draw a single dot (or pixel) or to draw a freehand line. Increase the magnification to increase the accuracy of your pencil drawings. To draw a straight line press and hold the Shift key as you draw the line.
	Marker Tool	Use the Marker Tool to draw a single dot or to draw a freehand line. Increase the magnification to increase the accuracy of your marker drawings. To draw a straight line press and hold the Shift key as you draw the line.
	Neon Tool	Use the Neon Tool to draw a single dot or to draw a freehand line. Increase the magnification to increase the accuracy of your neon drawings. To draw a straight line press and hold the Shift key as you draw the line. Use the Glow setting to adjust the color.
	Vignette Tool	Use the Vignette Tool to leave part of a photo visible while the rest of the photo is faded. You can select the shape of the visible area.
	Gradient Tool	Use the Gradient Tool to add a gradient to objects.
	Bucket Tool	Use the Bucket Tool to pour color over an entire photo. Use the Tolerance option to control whether the color is applied to pixels of the same color only or pixels of similar colors.
	Eraser Tool	Use the Eraser Tool to remove pixels from a photo to reveal a transparent background. Opacity and paint mode options are not available with the Eraser.
	Text Tool	Use the Text Tool to add horizontal text to a photo.
	Rectangle Tool	Use the Rectangle Tool to draw rectangular shapes. To create a perfect square, press and hold the Shift key as you click and drag.
	Rounded Rectangle Tool	Use the Rounded Rectangle Tool to draw rectangles with rounded corners. To create a perfect square with round edges, press and hold the Shift key as you click and drag.
	Oval Tool	Use the Oval Tool to draw oval shapes. To create a perfect circle, press and hold the Shift key as you click and drag.
	Arc Tool	Use the Arc Tool to draw arcs. To create a perfect quarter-circle arc press and hold the Shift key as you click and drag. An arc can be manipulated into almost any shape by adding points and handles that you can drag to change its shape.
	Line Tool	Use the Line Tool to draw lines. To create lines at a 45° angle press and hold the Shift key as you click and drag.
	Shape Tool	Use the Shape Tool to select and draw a shape from a collection of pre-defined shapes.
	Polygon Tool	Use the Polygon Tool to draw a multi-sided shape with anchor points that you can manipulate. The lines between anchor points are straight.
	Smooth Polygon Tool	Use the Smooth Polygon Tool to draw a multi-side shape with anchor points that you can manipulate. The lines between anchor points are curved.

**Freehand Tool**

Use the Freehand Tool to draw freehand paths and shapes.

**Cookie Cutter Tool**

Use the Cookie Cutter Tool to select a shape from a collection of pre-defined shapes and cut the photo or object to that shape.

Select

This section contains functions that you can use to select any part of a photo or object. If you use the functions with special keys, you can add or subtract from the selection, or overlap two different selections. Settings on the Properties bar can soften the edges, omit certain colors, or detect edges based on contrast.

**Marquee Tool**

Use the Marquee Tool to select a rectangular area within a photo. A dashed border displays around the selected area.

**Oval Marquee Tool**

Use the Oval Marquee Tool to select a round area within a photo. To select a round area around a specific point press **Ctrl+Shift** as you click and drag.

**Lasso Tool**

Use the Lasso Tool to select a freehand area of a photo. If you release the mouse before connecting the two ends of the selection, the start and end points connect with a straight line. A dashed border displays around the selected area.

**Polygon Lasso Tool**

Use the Polygon Lasso Tool to select a freehand area of a photo by clicking at intervals to create points. If you release the mouse before connecting the two ends of the selection, the start and end points connect with a straight line. A dashed border displays around the selected area.

**Smart Lasso Tool**

The Smart Lasso Tool is a combination of the Lasso Tool and the Polygon Lasso Tool. If you release the mouse before connecting the two ends of the selection, the start and end points connect with a straight line. A dashed border outlines the selected areas.

**Remote Move Tool**

Use the Remote Move Tool to move the selection. Use this tool if you are working with a small selection of pixels and the pointer is interfering with your vision.

**Magic Wand Tool**

Use the Magic Wand to select all the pixels of one color throughout the image. Click the Magic Wand and click a specific color within the image. A marquee surrounds ALL the pixels of that color in the image and selects them. This allows you to delete, or edit those particular pixels, even if they are distributed all through the image.


Colors

This section contains tools to select colors from the photo.

**Dropper Tool**

Click the **Dropper Tool**, then click on the color in the photo that you want to select. You can apply that color using the Create tools.

**Color Picker**

Click the **Color Picker** to display the colors dialog. Select the color that you want to apply to the object. If you click the foreground or fill square in the icon, the color that you select is used as the brush color when painting or used to fill an object. If you click the background or stroke square in the icon, the color that you select is used to outline objects. To set the foreground and background colors to black and white, click the default colors icon  in the lower right corner.



**Text Color Picker**

Click the **Text Color Picker** to open the colors dialog so you can select the color of text.

Working in the Editing Window

When you apply certain adjustments, a new window opens. This is called the Editing window. Here you will see the unadjusted photo and the adjusted photo. You will also see additional adjustment options in a panel to the right of the photos.

You will see a few familiar tools in the Editing window, such as:

- Hand Tool 
- Magnifying Glass Tool and zoom drop-down slider 
- Actual Size, Fit On Screen, and Print Size options

Changing the Position of the Photos

When you open the Editing window, the unadjusted photo displays above the adjusted photo. You can change the position of the photos by selecting one of the options from the **View** drop-down list.

View Options

Before and After (Landscape)	Displays the before and after, with the unadjusted image at the top. This option is preferable if the image has a landscape orientation.
Before and After (Portrait)	Displays the before and after, with the unadjusted image on the left. This option is preferable if the image has a portrait orientation.
Before only	Displays only the unadjusted image.
After only	Displays only the adjusted image.
Preview composition	Select this option to view the other objects or images within the work area. When this option is not selected, only the selected photo or object is displayed.

Making Additional Adjustments to the Photo

You can make additional adjustments to a photo in the Editing window.

For example, when you apply the motion blur effect to a photo, you may want to alter the amount or the angle of the blur. You can increase or decrease the blurriness and change the angle of the blur by using the options on the **Settings tab**, located in the bottom right corner of the window. The options shown in the Settings tab change for each type of adjustment. For example, the options for motion blur are different from the options for radial blur.

Of course, the fastest method for making additional adjustments to a photo is to click one of the preview images on the **Variations tab** in the upper right of the Editing window. Each preview image shows the effects of a unique combination of options. You can see the options change in the Settings tab as you click each preview image. When you click a preview image, those options are applied to the photo.

If you like one of the preview images but not the others, select the preview image that you like and drag the variation slider to the left. New preview images display that are similar to the one you selected. Or, if the preview images are too similar and you want to see more varied images, drag the variation slider to the right. New preview images display that are less similar to the one you selected.

Accepting or Rejecting the Adjustments

Click **OK** if you want to accept the adjustments and return to the work area. Similarly, click **Cancel** to reject the adjustments and return to the work area.

Saving Adjustment Options

If you select adjustment options and want to use them in future projects, simply save the options as a preset.

To Save Options:

1. Click **Save Preset**.
2. Type a descriptive name for the saved options.
3. Click **OK**.

To Apply Saved Options:

1. Click the **Presets** tab.
2. Double-click the thumbnail representing the saved options.
3. Click **OK**.

To Delete Saved Options:

1. Click the **Presets** tab.
2. Click the thumbnail representing the saved options.
3. Click **Delete Selected**.

Right-clicking to Access Menus

You can access menus quickly by right-clicking as you work. The menus that display are often called context menus because they change depending on where you right-click in the window. If you right-click on a photo or object, the right-click menu lists editing commands, such as Cut, Copy, Paste, Delete, Duplicate, Arrange, or Align.

To View Context Menus:

Right-click in the work area or right-click a selected photo or object.

Using the Image Basket

The Image Basket is the area at the bottom of the Photo Editor window. You can identify it by the **Add Images** button, and photos and projects you have opened are automatically added. Drag all the images you think you may need into the Image Basket so they are right there when you need them. You can process multiple images in the Image Basket at the same time. For example, if you need to adjust the levels in a group of photos, you can add them to the Image Basket and use the Batch Processing wizard to adjust the levels in all of the photos at the same time. If you are working on a complex design and you have several images in the Image Basket, you can assign them a colored flag, then group them by their flag color. This is a great way to organize and prioritize your images as you are working.

To add photos or projects to the Image Basket:

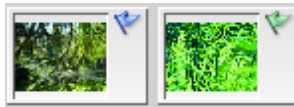
1. Click **Add Images**.
2. Select the photo that you want to add to the Image Basket, or CTRL + click to select multiple images and press **Open**.

To remove photos or projects from the Image Basket:

1. In the Image Basket, select the photo you want to remove. To select more than one photo, press and hold the **Ctrl** key as you select the photos.
2. Press **Remove Images**.

To assign a flag to images:

1. In the Image Basket, hold down the **Ctrl** key and click the images you want to flag.
2. Do one of the following:
 - Click the **Action** drop-down arrow and select **Assign Blue, Red, or Green Flag**.
 - Right-click an image, and then select **Assign Blue, Red, or Green Flag**.



The images now have a small color-specific flag.

To remove a flag from an image:

1. In the Image Basket, hold down the **Ctrl** key and click the images with flags you would like to remove.
2. Do one of the following:
 - Click the **Action** drop-down arrow and select **Remove Flag**.
 - Right-click an image, and then select **Remove Flag**.

To group images by their flags:

After assigning flags to images,

1. In the Image Basket, hold down the **Ctrl** key and click the images you want to group by flag.
2. Do one of the following:
 - Click the **Action** drop-down arrow and select **Group by Flag**.
 - Right-click an image, and then select **Group by Flag**.

To remove the grouping:

After grouping images by flag,

1. In the Image Basket, do one of the following:
 - Click the **Action** drop-down arrow and select **Turn off Grouping**.
 - Right-click an image, and then select **Turn off Grouping**.

Opening, Closing, and Docking Palettes

Painters use palettes to store and mix paints while they are working on a painting. There are several palettes in ACDSee Photo Editor. You can drag the palettes to different locations in the work area or you can place them in the docking area, which you can see on the right side of the window.

To Open a Palette:

1. With an image open, select the **View**.
2. Select one of the following:
 - [How-tos Palette](#)
 - [Object Palette](#)
 - [Adjustments Palette](#)
 - [Histogram Palette](#)
 - [Navigator Palette](#)
 - [Image Information](#)

To Close a Palette:

- Click the X in the palette title bar.

To Dock a Palette:

- Click the palette title bar and drag it to the panel on the right side where the How-tos are located.



You can change the order of palettes in the docking area. You can also click and drag palettes from the docking area back into the work area.

To Minimize and Maximize a Palette:

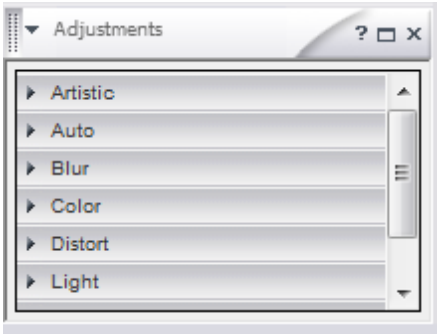
- Double-click the palette title bar to minimize and maximize the entire palette or a palette section.

To Show and Hide the Docking Area:

- Click **View | Docking Area**.

Using the Adjustments Palette

The Adjustments Palette gives you quick access to all the adjustments that you can apply to photos, objects, and text. Think of the Adjustments Palette as the short-cut to functions that you can use to correct problems in photos or functions that you can use to create special effects.



To Display the Adjustments Palette, in the Menu Bar:

Do one of the following:

- Choose **View | Adjustments**.
- Choose **Window | Palettes | Adjustments**.

The Adjustments Palette becomes visible in the lower right corner.

To Expand and Collapse the Adjustments Palette:

Do one of the following:

- Click the arrow in the palette title bar.
- Double-click the palette title bar.

To Apply an Adjustment to a Photo:

1. Click the adjustment title bar to display the adjustments you can perform. For example, click Color to display color adjustments.
2. Click the adjustment that you want to perform. For example, click Oil Paint to make a photo look like an oil painting.

Many adjustments are performed immediately and you can see the results in the work area. However, if there are additional options available, the photo or object opens in the Editing window.



Working at Different Magnifications

Zooming In and Out

You can use the Zoom controls at the top left of the Toolbar to adjust magnification. The Zoom controls display the current magnification and alter it by percentage. A (+) symbol in the magnifying glass indicates that you will zoom in, while a (-) symbol in the magnifying glass indicates that you will zoom out.

To Zoom In:



Do one of the following:

- Click the **Magnifying Glass Tool**  and click on the area of the photo, object, or project that you want to magnify.
- Click the **Magnifying Glass Tool**,  then click and drag a marquee around the area that you want to magnify.

- Click the drop-down menu arrow beside the zoom number and drag the slider to the right until the photo, object, or project reaches the desired magnification.

To Zoom Out:


Do one of the following:

- Click the **Magnifying Glass Tool**,  then press and hold the **Shift** key as you click on the photo, object, or project.
- Click the **Magnifying Glass Tool**,  then right-click the photo, object, or project.
- Click the arrow beside the zoom percentage and drag the slider to the left until the photo, object, or project reaches the desired magnification.

Using the Hand Tool

The Hand Tool is useful for moving the work area, especially at high magnifications.

To Move the Work Area:

1. Click the **Hand Tool**. 
2. Click and drag the work area, as if you were pushing a piece of paper around on a desk.

Using the Navigator Palette

The Navigator Palette is useful when you are working at different magnifications and you want to see a thumbnail of the image. The Navigator Palette is useful because:

- You can see a thumbnail of the entire work area.
- You can click and drag the slider, or type a zoom percentage in the box, to change the magnification of the photo or image in the work area.
- Also, like the other palettes, you can place the Navigator Palette anywhere in the work area or dock it at the side of the window.

To Open the Navigator Palette:

With an image open, in the Menu bar, select the **View | Navigator Palette**.

Changing and Saving Projects

Saving and Closing Files

Before you start creating projects, you should familiarize yourself with saving and closing files. There are three save options: **Save**, **Save As**, and **Save All**.

- Choose **Save** if you want to overwrite your original file. For example, if you rotate a photo and then click Save, the original un-rotated photo is replaced with the rotated photo.

- Choose **Save As** if you want to preserve your original file by saving the modified photo or project with a different file name or file type. **Save All** is like Save, because it overwrites all original photos or projects that you have opened.

Closing a photo or project file is not the same as saving. In fact, if you change a photo or project and then close it, you are prompted to save those changes. If you close a photo or project without saving changes, those changes are discarded.

Undoing and Redoing Actions

If you make a mistake, or simply do not like the results of an action, you can undo it. You can undo up to 10 actions, which is useful for undoing a series of mistakes or changes without losing all of your work. You can also redo actions.

To Undo an Action:

In the Menu bar, click **Edit | Undo**.



Not all actions can be undone. Actions that can't be undone include zooming and scrolling, closing or reverting to an earlier version of a file, selecting and deselecting objects, and saving documents.

To Redo an Action:

In the Menu bar, click **Edit | Redo**.

Using the "Again" Option:

After you complete some actions, you can click **Edit | <Action> Again** to repeat the action.

Reverting Changes to a File

If you change a file and decide that you want to undo those changes, you can undo them by reverting to the previously saved version of the file.

To Revert to the Previously Saved Version:

1. In the Menu bar, click **File | Revert**.
2. Click **Yes** to confirm that you want to revert the file.

Saving Projects That Are in Progress

You can save your in-progress projects as APD (ACDSee Photo Document) files. When you save an in-progress project as an APD file, ACDSee Photo Editor saves your work area as well as all of the photos and objects that you copied into the work area. This means that you can continue working with the photos and objects until your project is complete.

If you save your in-progress project to any other file format — such as JPEG, GIF, or BMP — your work area and the photos and objects in that work area will be combined to form an image and you will be unable to make any further changes to the photos and objects in that image.

To Save Images as an APD File:

1. In the Menu bar, click **File | Save As**.
2. The Save As dialog box will open. Select the location where you would like to save the APD file.

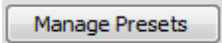
3. In the **File name** field, type a name for the APD file.
4. From **Save as type** drop-down, select **APD - ACDSee Photo Document**.
5. Click **Save**.

Starting Your Project

Creating a Work Area

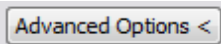
Think of a work area as a piece of paper where you can arrange photos, text, and objects like boxes and lines. You can set the size of the work area as well as the color of the work area. You will need to create a work area if you want to combine photos, text, and objects to create an image.

To Create a Work Area:

1. Click **New** in the Quick Launch screen or, from the Menu bar, click **File | New**.
2. In the New Work Area dialog box, from the **Background** drop-down menu, select a color. Select **White**, **Black**, or **Custom** if you want to create an image with a colored background. Select **Transparent** if you want to create an image that has a transparent background.
3. From the **Size** drop-down menu, select one of the default work area sizes and either a **Portrait** or **Landscape** orientation. If desired, use the **Width** and **Height** boxes to create a custom work area size.
 - Add new project sizes to the menu by saving custom work areas as presets. Click the **Manage Presets** button  and select **Add Preset**. Enter a name in the Enter Preset Name field. A preset can be used at any time by selecting it in the Size menu. Remove a preset by selecting the preset and then selecting Remove Preset.
 - If you have copied something to the clipboard, you can create a new project from the clipboard by choosing **From Clipboard** from the Size menu. You will have the choice of pasting the image from the clipboard into the work area or simply creating a blank work area that is the size of the image on the clipboard.
4. From the **Resolution** drop-down menu, select the resolution of the work area. Remember, resolution is the number of pixels per inch and that higher resolutions result in larger file sizes.
5. Click **OK**.

Advanced Options

To Define Bleed Options:

1. Click the **Advanced Options** button  to open the **Bleed Options** settings.
2. Select a unit of measurement from the **Units** menu.
3. Type a bleed amount in the **Left** text field. By default, **Lock Proportions** is checked so each side will have the same bleed amount. Uncheck **Lock Proportions** to put different amounts on each side.


If **Add Bleed To Work Area** is checked, the bleed amount for each side is added to the size of the work area. If this option is unchecked, the bleed amount is within the work area.

Placing Photos in the Work Area

The work area is like a piece of paper where you can arrange photos, text, and objects. You must place photos in the work area before you can change and arrange them. When you place a photo into the work area, you are actually creating a copy of the photo in

the work area. You can make as many changes to the photo as you want in the work area but the original photo will remain unchanged.

To Place a Photo in a Work Area:

1. With the work area open, in the Menu bar, click **File | Place**.
2. Select the photo that you want to place, or **CTRL + click** to select multiple images and press **Place**.
3. Move the place cursor  to the location in the work area where you want to place the photo, then click. The photo displays in the work area at its normal size.

Instead of clicking to place the photo, you can click and drag diagonally across the work area to create a rectangle. When you release the mouse button the photo displays in the rectangle and it is automatically resized to fit into the rectangle.

4. To move the photo to another location in the work area, click the **Selection Tool**  then click and drag the photo to the desired location.

In the Properties bar, keep **Resample** checked when resizing or stretching images to smoothen changes and optimize the appearance of the resized pixels.

In the Properties bar, leave **Scale Proportional** checked if you want your image or object to remain proportional when resizing. Always resize by dragging from an object or image's corner node if you want to maintain proportional resizing.

About Photo Resolution and File Types

Digital photos are composed of small squares called pixels.

Every photo has a specific resolution, which refers to the number of pixels per inch (PPI) in the photo. As the number of pixels increases, the resolution increases, which is important because high resolution photos contain more details. It is important to capture high resolution photos if they will be printed or published. Low resolution photos are suitable for posting to the Internet or sharing by email.

Image Resolution

Before you select a specific resolution for your photos, consider how you will share them with others:

- If you plan to share your photos over the Internet or by email, a resolution of 72 PPI is suitable.
- If you plan to print your photos at home, a resolution of 150 to 300 PPI is standard. You might find that a lower resolution is adequate for printing on laser or inkjet printers.
- If you plan to print your photos through a photo lab, a higher resolution (above 300 PPI) is necessary.

Defining File Types

One of the most confusing things about working with digital photos is the great variety of file types. The most common image file types are GIF, JPEG, TIFF, PICT, BMP, RAW, as well as EPS.

GIF and JPEG are compressed formats that are used heavily on the Internet. The compression levels allow these images to achieve small file sizes and, as a result, they download quickly over the Internet. However, file size compression comes at the expense of image and color integrity.

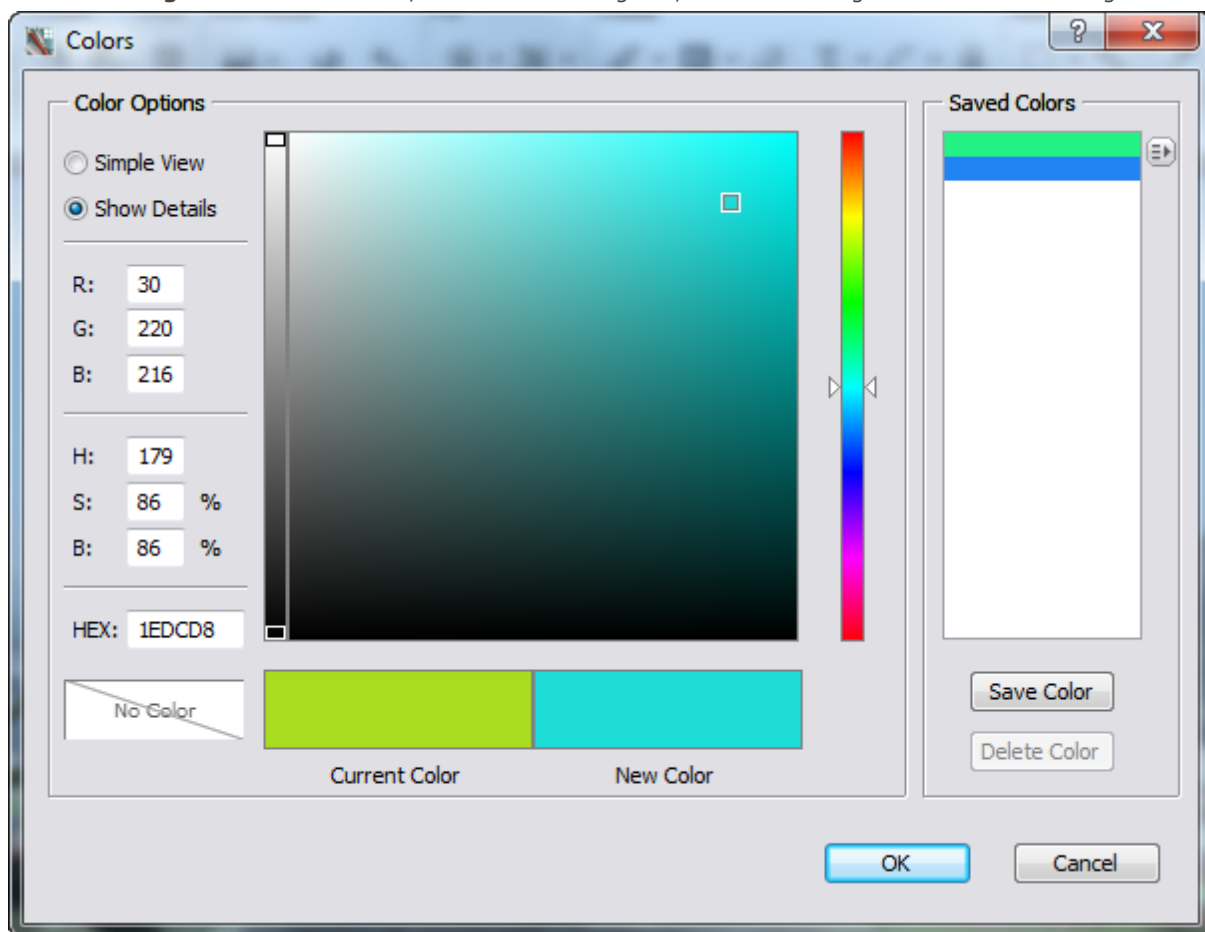
TIFF, PICT, BMP, and EPS files have a lower level, or no amount, of compression. Information for every pixel is recorded, and this can result in large files. Because of the higher resolution and detail needed for printing, these formats are often used for projects that will eventually be printed commercially.

Creating a Blank Image

You can create a blank image, which is like a blank page that you can draw on, add text to, and so on.

To Create a Blank Image:

1. In the Menu bar, click **Object | Create Blank Image**.
2. In the Create Blank Image dialog box, drag the **Width** and **Height** sliders to the left and right to determine the width and height of the image, or type the width and height into the fields. Use the unit drop-down to select the measurement unit, such as pixels, inches, cm, or mm.
3. Click the **Background color** box and, in the Colors dialog box, select the background color of the image.



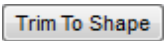
4. Click **OK**.

Using and Creating Templates

Photo Editor comes with a variety of templates for different types and sizes of projects. You can use these templates to create layouts and designs. You can also save any favorite layout or design as your own template to use again later.

To Create a Project with a Template:

- 1. Choose **File | New From Template**.
- 2. Click a template in the list. A preview appears on the right so you can see the design.
- 3. Click **OK**.

You can use the tools and Color Picker to enhance the design or drag a paper or background behind the template objects, and select the **Trim to Shape** button , and the paper will take the shape of the template object.

To Save a Template:

- 1. When you have completed your design, click **File | Save As Template**.
- 2. Type a name that identifies your template in the **Enter Template Name** box.

Templates are stored in the folder My Documents\ACDSee Photo Editor\Templates. Click the **Templates Folder** button to open this folder. You can create sub-folders or remove template files at any time.

Adding Objects to the Work Area

Rectangles, ovals, arcs, shapes, paintbrush marks, pencil marks, and text are all objects. It is very easy to add objects to the work area so you can work with them.

To Add Objects to the Work Area:



To add an object by drawing or painting, click one of the **Create** tools on the Toolbar, then click and drag in the work area.




In the Properties bar, leave **Scale Proportional** checked if you want your image or object to remain proportional when resizing. Always resize by dragging from an object or image's corner node if you want to maintain proportional resizing.

Selecting Objects and Photos in the Work Area

In complex projects, you may be working with numerous objects and photos in the work area. Some of those objects and photos may be arranged above and below each other. There are several methods that you can use to select objects and photos in the work area. You will know that an object or photo is selected when you see a blue bounding box around it. The bounding box has handles around it.

To Select:	Do This:
One object or photo	Click the Selection Tool and click the object or photo. 
Two or more objects or photos	Click the Selection Tool ,  , then press and hold the Shift key as you

click the objects or photos.

Click the **Selection Tool**  then click and drag across the objects or photos.

Objects with an outline, but no fill

Click the object's border.

Press and hold the **Tab** key and click inside the shape.

All objects or photos

Click **Edit | Select All Objects**.

Objects and photos that are below other objects or photos

In the Object Palette, click the object or photo.




When one object is selected, the object type is displayed in the Status bar. When more than one object is selected, the Status Bar indicates the number of selected objects.

In the Properties bar, keep **Resample** checked when resizing or stretching images to smoothen changes and optimize the appearance of the resized pixels.


Moving Objects and Photos Around the Work Area

There are several methods of moving objects and photos around the work area. You may discover that you prefer one method over another. You may also need to use one or more methods if you are working on complex projects.


To Move Objects and Photos by Dragging:

1. Select the **Selection Tool** and click the object or photo. 
2. Drag the object or photo to the desired location in the work area. Press and hold the **Shift** key to move objects or photos at 45° angles only.

To Move Objects and Photos in Small Increments from Their Present Location:


1. Select the **Selection Tool** and click the object or photo. 
2. Do one of the following:
 - Press an arrow key on your keyboard to move the object or photo **1 pixel** to the left, right, up, or down.
 - Press and hold the **Alt** key, then press an arrow key to move the object or photo **10 pixels** to the left, right, up, or down.
 - Press and hold the **Ctrl** key, then press an arrow key to move the object or photo **50 pixels** to the left, right, up, or down.

To Move Objects and Photos by Entering X and Y Coordinates:

1. Select the **Selection Tool** and click the object or photo. 
2. In the Properties bar, enter x and y coordinates.

For example, set the x coordinate to 0.00 if you want the left edge of the object to be perfectly aligned with the left edge of the work area. Set the y coordinate to 0.00 if you want the top edge of the object to be perfectly aligned with the top edge of the work area. Increase the x coordinate to move the object to the right and increase the y coordinate to move the object down.


To Move Objects and Photos by Entering a Direction and Distance:

1. Select the **Selection Tool** and click the object or photo. 
2. Click **Object | Move**.
3. Do one of the following:
 - In the **Vertically/Horizontally** area, select **Up**, **Down**, **Left**, or **Right** from the two drop-down menus, then enter value and specify a unit of measurement.
 - In the **Distance and Angle** area, enter a value and a unit of measurement, then use the angle slider to determine which direction to move the object or photo.

Aligning Multiple Objects or Photos in the Work Area

When you add objects to the work area, you may drag them to various locations until you are satisfied with the arrangement of objects and photos. If you have arranged objects and photos into rows or columns, you will probably want to eliminate small differences in alignment.


To Align Objects and Photos:

1. Select the **Selection Tool**. 
2. Press and hold the **Shift** key as you click on each object or photo.
3. In the Menu bar, click **Object | Align** and select **Left**, **Right**, **Top**, **Bottom**, **Center Horizontally**, or **Center Vertically**.

Copying Objects or Photos

If you add an object or photo and want to duplicate it, simply copy and paste it into the work area.

To Copy and Paste an Object or Photo:

1. Select the **Selection Tool** and click the object or photo. 
2. Do one of the following:
 - Press and hold the **Ctrl** key, then click and drag the object or photo.
 - In the Menu bar, click **Edit | Duplicate**.
 - In the Menu bar, click **Edit | Copy** then **Edit | Paste**.

Selecting Areas of a Photo

Types of Selection


In Photo Editor, there are three types of selection, depending on what specific element you want to edit. The types are:

- **Brush Mode:** Allows you to add effects, such as brushing, to an image only.

- **Object Mode:** Allows you to add effects, such as blending, over all objects and images.
- **Mask Mode:** Allows you to add effects just to a mask. A mask is paired with all objects and images. Effects applied to a mask will have different results than effects added to images or objects, as a mask is only in grayscale.

How to Enter Selection Modes:

Brush Mode:

To enter Brush Mode, in the [work area](#), double-click an image. You will see the corners change to look like this:  Now the effects you use will apply only to the image.

Object Mode:

To enter Object Mode, in the [work area](#), single-click an image or object. The effects you apply are added over both the image(s) and object(s), and will appear as a separate, independent object in the Object Palette.


Mask Mode:



To enter Mask Mode, double-click on a mask in the [Object Palette](#). Read more about [creating](#) and [editing](#) masks.

How to exit Brush and Mask Mode:

Do one of the following:

- In the Properties bar, click the **Done** button. 
- Press Esc on your keyboard.






Using Selection Tools

You can correct flaws by selecting the unwanted object and removing it from the photo.

Similarly, have you ever taken a good photo but wanted to focus on a specific subject in the photo? You can do that by selecting the desired subject and either removing the rest of the photo or creating an entirely new image.

There are several pixel selection tools that you will want to use:

Selection Tools

	Marquee Tool	Use this tool to select rectangular areas.
	Oval Marquee Tool	Use this tool to select oval areas.
	Lasso Tool	Use this tool to select odd-shaped areas by drawing around the area.
	Polygon Lasso Tool	Use this tool to select odd-shaped areas by connecting a series of dots around the area.
	Smart Lasso Tool	Use this tool to select odd-shaped areas by drawing and connecting a series of dots around the area.

Selecting Rectangular or Oval Areas

The Marquee Tool and the Oval Marquee Tool are the easiest to use, so if you are learning to use ACDSee Photo Editor, you may want to start by mastering these tools. (You have to click the arrow beside the Marquee Tool to display the other pixel selection tools.) Once you have selected the Marquee Tool or Oval Marquee Tool:

1. Do one of the following:
 - Click next to the desired area and drag diagonally downwards or upwards until a rectangle or oval surrounds the desired area.
 - Press and hold the **Ctrl** key then click in the middle of the desired area and drag outwards until a rectangle or oval surrounds the desired area.
2. Release the mouse button. A flashing marquee surrounds the area that you selected.

Selecting Odd-Shaped Areas with the Lasso Tool

The Lasso Tool is a very powerful selection tool because you can use it to select odd-shaped areas in a photo. For example, have you ever wanted to remove one or two people in the background of a photo or people who accidentally walked into frame when you took a photo? You can use the Lasso Tool to draw a selection around these people, leaving most of the photo untouched. Once you have selected the Lasso Tool:

1. Click next to the odd-shaped area and slowly drag the cursor around the area as if you were drawing an outline around it.
2. Complete the selection by dragging back to the starting point and releasing the mouse button. A flashing marquee surrounds the area that you selected. If you release the mouse button before you reach the starting point, ACDSee Photo Editor will connect the starting and end points with a straight line.

Selecting Odd-Shaped Areas with the Polygon Lasso Tool

If you find it difficult to use the Lasso Tool, try using the Polygon Lasso Tool. It works like the Lasso Tool but instead of clicking and dragging a complete freehand line around an area you only have to click on points around the area. A straight marquee line is drawn between each point. You may find this tool easier to use because you can spend more time getting the cursor into the correct position or because you do not have to hold the mouse button down constantly.


Selecting Odd-Shaped Areas with the Smart Lasso Tool

The Smart Lasso Tool is a combination of the Lasso Tool and the Polygon Lasso Tool. You can click and drag around an area, then release the mouse button and click at specific points around the object. The selection marquee clings to the edges of nearby subjects, which increases the precision of your selection. However, to complete the selection you have to press the **Esc** key. Clicking on or near the start point will not complete the selection.

Selecting the Entire Photo

You can also select the entire photo.

To Select All Areas of a Photo:

1. Click the Selection Tool and double-click on the photo. 
2. Click **Image | Selection | Select All Pixels** or **Edit | Select All**. A flashing marquee displays around the entire photo.

Deselecting an Area

If you are not satisfied with the selection, you can deselect the area and begin again.

To Deselect an Area:


Do one of the following:

- Click **Image | Selection | Deselect All Pixels**.
- Press **Esc** on your keyboard.

Selecting Areas Based on Color

You can select areas of a photo that have a similar color using a special selection tool called the Magic Wand Tool. This tool is particularly useful if you want to change the colors of objects in a photo. You can also use this tool to select objects that you want to remove from a photo, like telephone lines. You will typically use this tool with the Color Picker Tool and the Bucket Tool.

To Use the Magic Wand Tool:

In the Toolbar, under Select, select the **Magic Wand Tool**,  then click a color in the photo. All pixels of that color are selected. If you want to select several shades of a color, increase the **Tolerance** value in the Properties bar. If the Tolerance is zero (0) the Magic Wand Tool selects only pixels in the photo that are precisely the same color. As you increase the Tolerance, the Magic Wand Tool selects pixels with similar shades of the same color.

To Cancel the Magic Wand Tool:

Press **Esc** to cancel any previous selection.

To Select a Color in One Area of a Photo:

1. Clear the **Select Color Throughout Image** option in the Properties bar.
2. Click a colored pixel in the desired area. Only the pixels around that point are selected.

Expanding, Reducing, and Smoothing Selections

Do not worry if you selected an area that is too small, too large, or jagged. You can easily expand, reduce, and smooth existing selections.

Expanding an Existing Selection

There are several methods that you can use to expand an existing selection.

To Expand an Existing Selection:

- Press and hold the **Shift** key as you click and drag from the existing selection outwards.
- Click **Image | Selection | Expand**. Enter the number of pixels by which you would like to expand the selection then click **OK**.

To Expand an Existing Magic Wand Tool Selection:

1. To add pixels of a similar color, click **Image | Selection | Add Similar**.
2. To add pixels that are adjacent to the selected pixels, click **Image | Selection | Grow**.

Reducing an Existing Selection

There are two ways to reduce an existing selection:

- Press and hold the **Ctrl** key as you click and drag from the existing selection inwards.
- Click **Image | Selection | Contract**. Enter the number of pixels by which you would like to reduce the selection then click **OK**.

Smoothing an Existing Selection

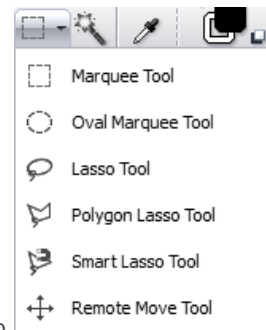
If you are using any of the lasso tools, you may have trouble creating a smooth selection around an object or subject in a photo. There are two ways to smooth the existing selection:

- Click **Image | Selection | Smoothen**. Enter the number of pixels by which you would like to smooth the selection, then click **OK**.
- Click **Image | Selection | Feather**. Enter the number of pixels by which you would like to smooth the selection, then click **OK**.

Inverting Selections

If you want to select a large area of a photo, it may be easier to select the small unwanted area of the photo and then invert the selection.

To Invert a Selection:



1. On the Toolbar, under Select, choose a tool for selecting an area of the photo.
2. Click **Image | Selection | Invert**.
3. Apply whatever effect, adjustment or fix as normal, and these changes will be applied to the inverted area.


Moving and Floating Selections

You can easily move the selection marquee to another location over the photo. This is useful if the selection marquee is the right shape and size but is slightly offset from the desired selection area.

You can also float a selection. When you float a selection, you remove the selected pixels from one area of a photo so you can move them to another area. For example, you might select a subject in a photo and float that selection so you can move it over an object to create an artistic image.

Moving Selections

There are two ways to move selections:

- Move your mouse pointer into the selection. When the mouse cursor changes to a black arrow, click and drag the selection to the new location.
- Select the **Remote Move Tool** then click and drag the selection to the new location. 

Floating Selections

There are several ways to float selections.

To Float and Move a Selection Using the Arrow Keys:

- Press an arrow key to move the selection **1 pixel** to the left, right, up, or down.
- Press and hold the **Alt** key, then press an arrow key to move the selection **10 pixels** to the left, right, up, or down.
- Press and hold the **Ctrl** key then press an arrow key to move the selection **50 pixels** to the left, right, up, or down.

To Float and Move a Selection Using the Float Menu Option:

1. Click **Image | Selection | Float**. Click and drag the floating selection to a new location.
2. When the selection is in the desired location press the **Esc** key or click **Image | Selection | Defloat**.

Saving and Loading Selections

If you are in the process of selecting an area of a photo but have to stop working on your image, you do not have to delete the selection and start over again later. Instead, you can save the selection so you can work with it later.

To Save a Selection:

1. In the Menu bar, click **Image | Selection | Save Selection**.
2. In the Save Selection dialog box, in the **Name** field, type a name for the selection.
3. Click **OK**.

To Load a Selection:

1. In the Menu bar, click **Image | Selection | Load Selection**.
2. In the Load Selection dialog box, select the saved selection from the drop-down.
3. Click **OK**.

To Add or Subtract from a Saved Selection:

1. Load the saved selection.
2. In the Menu bar, click **Image | Selection | Load Selection**. Then, in the Load Selection dialog box, under Operation:
 - Select **Add to Selection** if you want to add to the selection.
 - Select **Subtract from Selection** if you want to subtract from the selection.
3. Click **OK**.

To Create a New Selection:

1. Click a selection tool and select an area of the photo.
2. Load the selection.
3. In the Menu bar, click **Image | Selection | Load Selection**.
4. Select **Intersect with Selection** to create a new selection from the intersecting areas of the two selections.
5. Click **OK**.


Creating with Photo Editor


Working with Objects and Photos

Selecting Object Colors

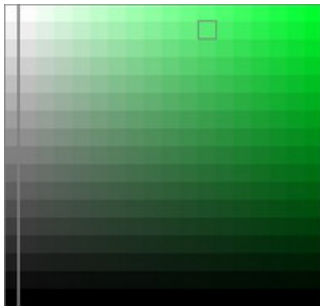
You can select and apply colors to the interior and to the outline of an object. These colors can be the same or different.


To Select and Apply a Color to an Object:

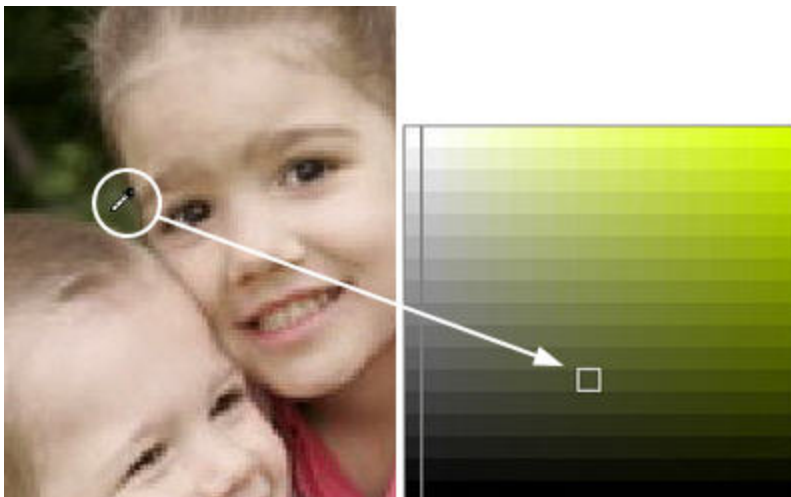
1. Select the **Selection Tool** and click the object. 
2. In the Toolbar, under Colors, on the Color Picker, click the foreground color box to select an interior color and click the

background color box to select an outline color. 

3. Do one of the following:
 - Select a color from the Colors dialog box.




- Move your mouse pointer off the Colors dialog box and use the Eyedropper  to select a color from an existing photo or object.



- Click **Show Details** and type an RGB, HSB, or hexadecimal code for a specific color.

4. Click **OK**.


You can swap the interior and outline colors by clicking the Swap Colors icon to the left of the Color Picker.  You can also quickly set the interior color to white and the outline color to black by clicking the Default Colors icon to the right of the Color Picker.

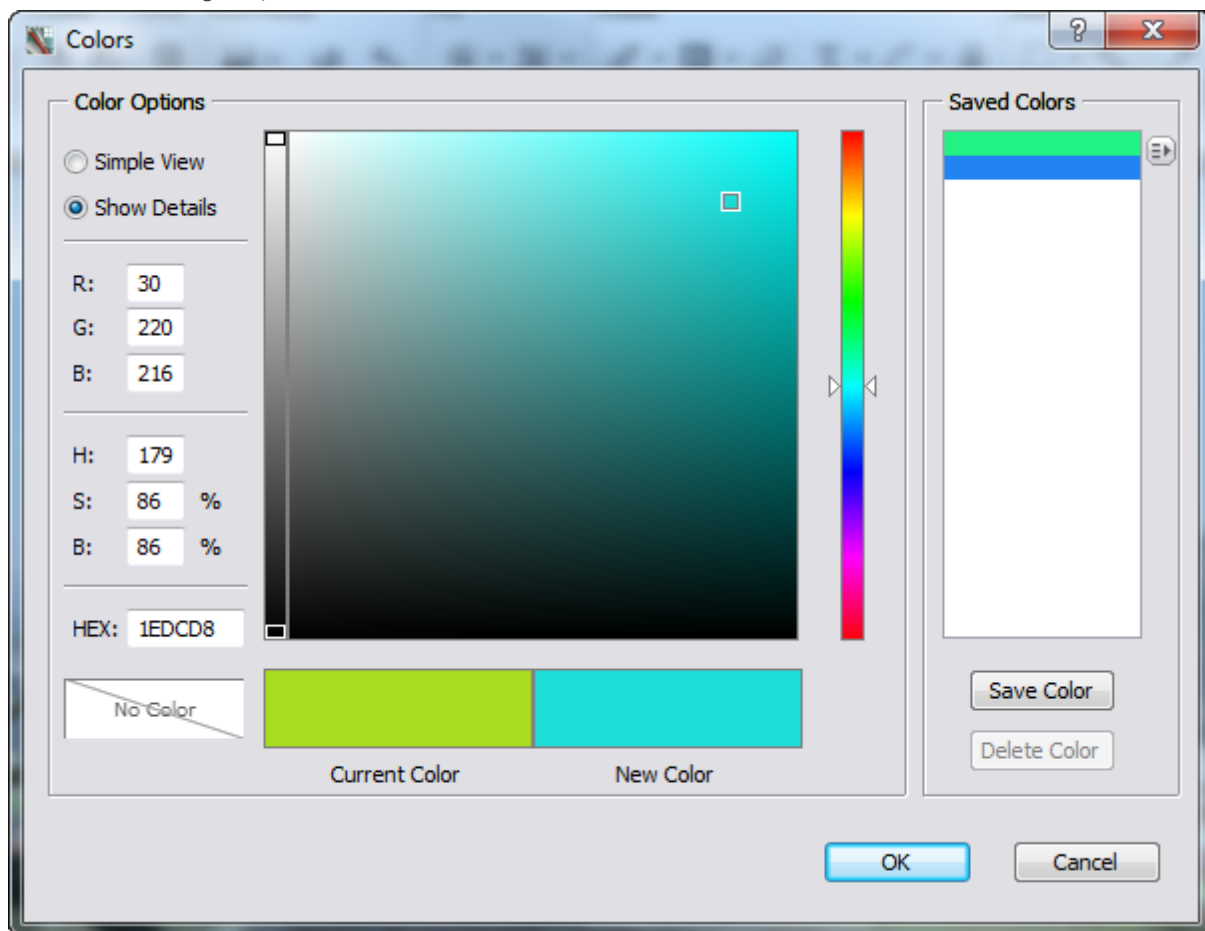
Saving, Loading, and Sharing Colors

If you are repeatedly selecting the same color, you should consider saving it so you can quickly apply it to objects. For example, if you select or create a unique shade, you can save it and quickly apply it with one click.

You can also share your colors with other Photo Editor users. For example, if you are working on a scrapbook with a sibling but you are working on different computers, you can share your colors by saving them to a file, moving the file to the other computer, and loading the file into Photo Editor.

To Save a Color:

1. In the Toolbar, under Colors, click the Color Picker. 
2. In the Colors dialog box, select the desired color.



3. Click **Save Color**. The color displays in the Saved Colors section of the Colors dialog box.



4. Click **OK**.

To Select Saved Colors:

1. In the Toolbar, under Colors, click the Color Picker.
2. Select the color from the Saved Colors section of the Colors dialog box.
3. Click **OK**.

To Delete Saved Colors:

1. In the Toolbar, under Colors, click the Color Picker.
2. Select the color in the Saved Colors section of the Colors dialog.
3. Click the **Delete Color** button.
4. Click **OK**.

To Share Colors with Another Photo Editor User:

1. In the Toolbar, under Colors, click the Color Picker.
2. Click the **Saved Color Options** icon and select **Save**.
3. Navigate to the folder where you want to save the colors.
4. Type a name for the colors.
5. Click **Save**.
6. Move the **PAL** file to the other computer.
7. On the other computer, click the Color Picker.
8. Do one of the following:
 - Click the **Saved Color Options** icon and select **Load**. When you load colors, you have the option of preserving or replacing existing saved colors.
 - Click the **Saved Color Options** icon and select **Append**. When you append colors, they are added to existing saved colors.
9. Navigate to the folder where you saved the PAL file.
10. Select the **PAL** file and click **Open**.



To Clear All Saved Colors:

1. Click the Color Picker.
2. Click the **Saved Color Options** icon and select **Clear**.
3. Click **Yes**.
4. Click **OK**.

Adding a Drop Shadow to Objects

You can easily add a drop shadow to objects. Remember that text is an object. You can follow the same steps to add a drop shadow to an object or to text.


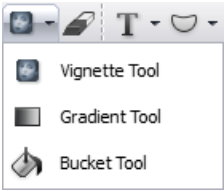
To Add a Drop Shadow to an Object:

1. Select the **Selection Tool** and click the object. 
2. In the Menu bar, click **Object | Drop Shadow**.
3. In the Drop Shadow dialog box, click the Color Picker  and select the **Shadow color**.
4. Select an area on the **Angle** wheel to indicate your desired drop shadow angle.
5. Drag the **Offset** slider to the left to reduce the distance the drop shadow is offset from the object, or to the right to increase the offset distance.
6. Drag the **Blur** slider to the left to increase the sharpness of the drop shadow edges, or to the right to increase the blurriness of the drop shadow edges.
7. Drag the **Opacity** slider to the left to decrease the opacity of the drop shadow, or to the right to increase.
8. Click **OK**.

Applying a Gradient to Objects

A gradient is a gradual blending of colors. You can create gradients that blend two or more colors. You can also change the angle and style of gradients.

To Quickly Apply a Gradient to an Object:

1. Select the **Selection Tool** and click the object. 
2. In the Toolbar, under Create, click the **Gradient Tool** from the drop-down menu. 
3. Do one of the following:
 - In the Properties bar, click **Apply**. The gradient is automatically added to the object. You will see a line with handles on either end. Click and drag the handles around to change the angle of the gradient, as well as the beginning and end of the blending area.

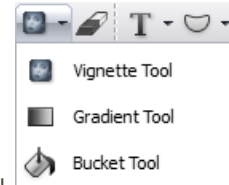


- Click and drag across the object. You will see a line with handles on either end. Click and drag the handles around to change the angle of the gradient, as well as the beginning and end of the blending area.


4. Click **Apply Gradient**.

To Apply a More Complex Gradient to an Object:

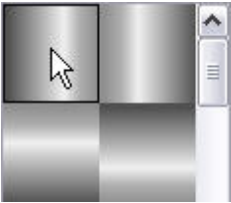
1. Select the **Selection Tool** and click the object. 



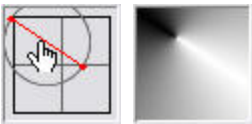
2. In the Toolbar, under Create, click the **Gradient Tool** from the drop-down menu.

3. In the Properties bar, click the gradient icon . The Gradient dialog box displays.


4. To quickly apply a predefined gradient style, in the Gradients dialog box, click one of the saved gradients:



5. To select a different gradient style, click the **Style** drop-down and select **Radial**, **Directional**, **Rectangular**, or **Elliptical**. Then, click and drag the red guideline to set the angle and position of the gradient. You can see how you are changing the gradient angle and position in the preview:



6. To change the colors of the gradient, press the **Add Color Point** button, then either double-click the color point or click the

Color Picker.  Select a color from the dialog and click **OK**. Drag the color point, located underneath the gradient preview, to the left or right until you are satisfied with the color blend. You can have more than one color point. You can also see how your color points affect the gradient in the preview.



7. Use the Behavior drop-down menu to determine the direction of the gradient.

8. You can also make certain areas of the gradient more or less opaque by setting opacity points. Press the **Add Opacity Point** button, then use the **Opacity** slider to select the opacity. Drag the opacity point left or right until you are satisfied with the opaque areas in the gradient. You can have more than one opacity point.



8. Click **OK**.


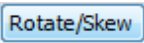
To Save a Custom Gradient Style:

1. Select the desired gradient options.
2. On the right side of the Gradients dialog box, click **Save Gradient**.
3. Scroll down the list of saved gradients. At the bottom you will see a preview of the saved gradient style.


Skewing and Warping Objects

You can achieve artistic effects in your images by skewing and warping objects.

To Skew an Object:

1. Select the **Selection Tool** and click the object. 
2. Do one of the following:
 - In the Menu bar, click **Object | Rotate/Flip/Resize | Rotate/Skew**.
 - In the Properties bar, click **Rotate/Skew**. 
3. In the Properties bar, do one of the following:
 - Type an angle into the **Skew** box.
 - Click the drop-down menu beside the **Skew** box and use the slider to determine a custom skew angle.
4. Select **Horizontal** to skew the object horizontally and **Vertical** to skew the object vertically.
5. Do one of the following:
 - Double-click the object.
 - Press **Enter**.
 - In the Properties bar, click **Done**.

To Warp an Object:

1. Select the **Selection Tool** and click the object. 
2. In the Menu bar, click **Object | Warp**.
3. A warning will appear reminding you that your object will be converted into an image. Click **Yes**.
4. In the Warp dialog box, select a warp shape.
5. Click **OK**.




After you warp an object you can no longer double-click it and edit its anchor points.

Editing Object Shapes

After you add an object, you can easily change its shape by revealing the object's anchor points and editing them.

To Edit an Object Shape:


1. First select the object by clicking the **Selection Tool**  and click **Edit** in the Properties bar.
2. Then edit the object using the following commands:
 - To move an anchor point, click and drag the anchor point to a new location.
 - To add an anchor point, right-click where you want to add the anchor point and select **Add Point**.
 - To delete one or more anchor points, click and drag to select the anchor points, then right-click and select **Delete Point**.
 - To straighten a curved line in the object, hover your cursor over the line until the cursor changes to a gray triangle then right-click and select **Straighten**.
 - To break a line in the object, hover your mouse cursor over the line until the cursor changes to a gray triangle, then right-click and select **Break**. Two anchor points are added, and you can use them to move the broken line in different directions.
 - To join a line that was previously broken, click and drag to select the two anchor points then right-click and select **Join**.
 - To smooth a corner on a polygon-based shape, right-click the anchor point and select **Smooth**.
3. When you are satisfied with the changes you have made to the object shape, do one of the following:
 - Press **Esc**.
 - Click **Done** in the Properties bar.

Too many anchor points can cause printing problems. Use the fewest possible anchor points and place them as far apart as you can to achieve the desired object shape.

Combining Objects and Photos

You can create interesting effects by combining objects and photos.

To Combine Objects and Photos:

1. Draw an object and arrange it so that it partially or completely overlaps another object or a photo.
2. Select the **Selection Tool** .
3. Press and hold the **Shift** key and click the object and the item it overlaps.

4. In the Menu bar, click **Object | Combine** and select either **Punch**, **Intersect**, or **Outline**:

- If you select **Punch**, the objects are combined by punching the shape of the object on top through the object or

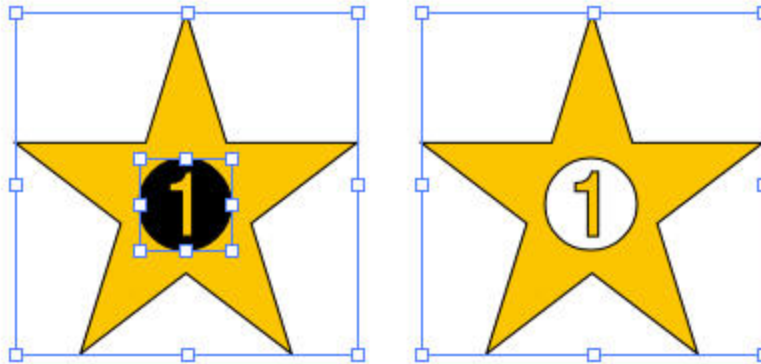
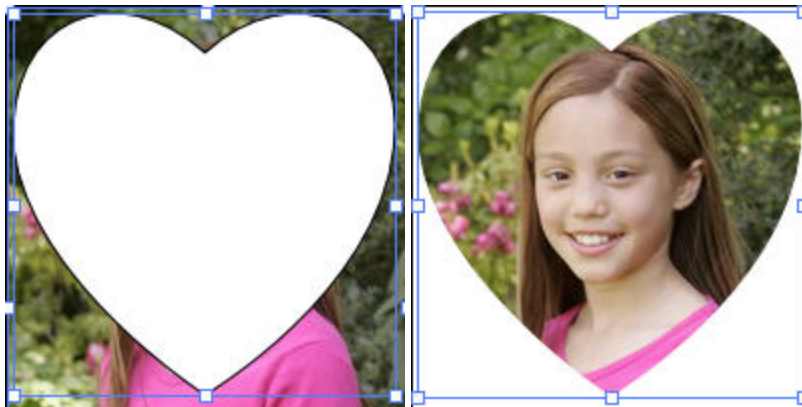
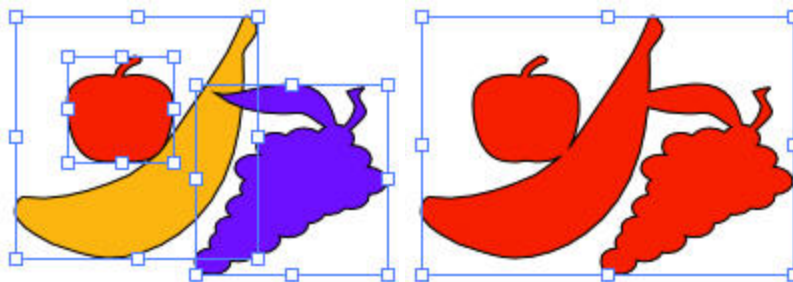


photo below.

- If you select **Intersect**, the objects are combined by retaining only those parts of the shapes or photo that intersect.



- If you select **Outline**, the objects are combined by merging all shapes into one.



5. When you are finished, save the project file or save the file to another file format such as JPEG.

Using the Object Palette: Arranging Objects and Changing Object Opacity

You can create artistic images by carefully arranging objects and photos and experimenting with object opacity.

When you add an object to the work area, it will appear to be on top of any other photos or objects in the work area. It is very easy to move objects and photos above or below each other. It is also very easy to change the opacity of objects so you can see through them to the objects or photos below.

You can arrange objects and change object opacity, and more, using the Object Palette.

To Display the Object Palette:

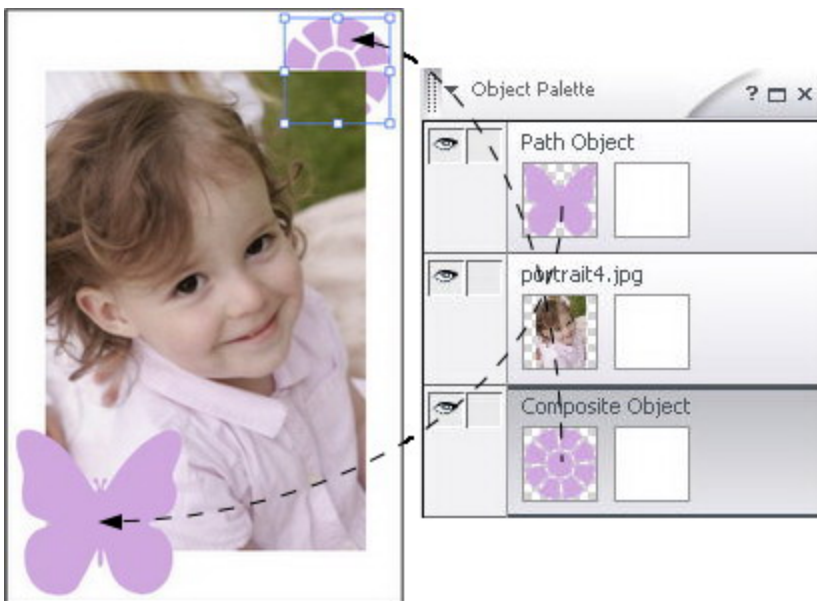
Do one of the following:

- Click **View | Object Palette**.
- Click **Window | Palettes | Object Palette**.

Arranging Objects



In the Object Palette, you will see all of the objects and photos that you have added to the work area. The order of the objects in the Object Palette is important. The object or photo at the top of the Object Palette is the object or photo that was most recently added to the work area.

You can move objects and photos above or below each other in the work area by clicking and dragging them up and down the Object Palette. Below is an example of how the position of objects and photos is controlled in the Object Palette.



Hiding, Showing, and Locking Objects and Photos

By default, all objects and photos in the work area are visible. However, you can hide and show objects or photos by clicking the **eye icon** next to the object or photo in the Object Palette.

If you want to prevent any accidental changes to an object or photo while you are working on your project, click the **lock icon** next to the eye icon in the Object Palette. This lock icon  displays as locked to indicate that you cannot change that object or photo. To unlock an object or photo, simply click the **lock icon** and it will unlock. 

Changing Object Opacity and Blending Overlapping Objects and Photos

At the very bottom of the Object Palette is the **Opacity** box. By default, all objects and photos are 100 per cent opaque, which means that you cannot see through them. As you reduce the opacity, the object or photo becomes more and more transparent. An object or photo with an opacity of zero is completely transparent. You must select an object in the Object Palette in order to alter its opacity.

Next to the Opacity box is the **Mode** drop-down. The options in this drop-down control how a transparent object or photo blends into other objects and photos. There are 9 blending options available from the Mode drop-down:

Normal	Select Normal to display the transparent object over the underlying object or photo without blending the colors together.
Multiply	Select Multiply to multiply the colors in the transparent object with the colors in the underlying object or photo. The blend area is usually darker than the original object or photo.
Screen	Select Screen to multiply the inverse or opposite of the colors in the transparent object and the underlying object or photo. The blend area is usually lighter than the original object or photo. When the transparent object is over a black area the colors in the object remain unchanged. When the transparent object is over a white area, the colors in the object become white as well.
Overlay	Select Overlay to mix the colors in the transparent object with the colors in the underlying object or photo. The blended area maintains the brightness of the underlying object or photo, and as a result you can see shadows and highlights in the blended area.
Soft Light	The Soft Light blend option will darken or burn the colors in the underlying object or photo if the transparent object above is darker than 50% gray. It will lighten or dodge the colors in the underlying object or photo if the transparent object above it is lighter than 50% gray.
Hard Light	The Hard Light blend option will darken or multiply the colors in the underlying object or photo if the transparent object above is darker than 50% gray. It will lighten or screen the colors in the underlying object or photo if the transparent object above it is lighter than 50% gray.
Darken	The Darken blend option identifies the darkest color in the blend area and leaves the darker colors unchanged, but replaces the colors that are lighter.
Lighten	The Lighten blend option identifies the lightest color in the blend area and replaces the colors that are darker, leaving the lighter colors unchanged.
Difference	The Difference blend option identifies the lightest color in the blend area. If the color in the transparent object is lighter, that color is subtracted from the color of the underlying object or photo. If the color in the underlying object or photo is lighter, that color is subtracted from the color of the transparent object. When the transparent object is over a black area, the colors in the object remain unchanged. When the transparent object is over a white area, the colors in the object are inverted.
Burn	The Burn blend option combines the object color with the original pixels in the photo below to produce a darker color.
Dodge	The Dodge blend option combines the object color with the original pixels in the photo below to produce a lighter color.


Grouping and Locking Objects or Photos

When you create a complex image, it can be advantageous to group objects and photos together in the work area. When objects and photos are grouped, you can move them around the work area as a group, saving you the time of moving them individually. You can

also apply changes to the grouped objects and photos simultaneously.




It can also be advantageous to lock objects and photos that you do not want to accidentally move, change, or delete.

To Group and Ungroup Objects or Photos:

1. Select the **Selection Tool**. 
2. Press and hold the **Shift** key and click on the objects and photos that you want to group.
3. In the Menu bar, click **Object | Group**. A blue bounding box now extends around the grouped objects and photos. If you look at the Object Palette, you will notice that there were two objects listed before the grouping, but after the grouping there is a single object listed and that it is called Group.
4. To ungroup a group, select the grouped objects and photos and, in the Menu bar, click **Object | Ungroup**.

You can also select two or more groups and group them together.

To Lock and Unlock Objects or Photos:

1. Select the **Selection Tool**. 
2. Press and hold the **Shift** key and click on the objects and photos that you want to lock.
3. To lock the objects and photos, do one of the following:
 - Click **Object | Lock**.
 - On the Object Palette, click the gray lock icons in boxes next to the objects and photos that you want to lock. 
4. To unlock the objects and photos, do one of the following:
 - Select the locked object or photo and click **Object | Unlock**.
 - On the Object Palette, click the lock icon next to the locked objects or photos. 

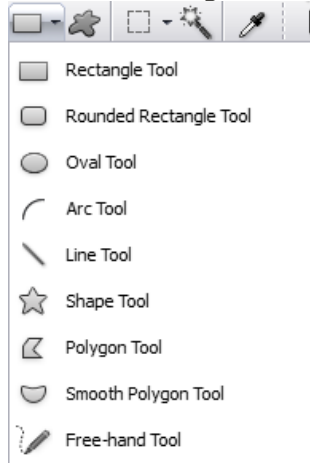
Adding Objects to the Work Area

Adding Rectangles and Squares to the Work Area


You add rectangles and squares to your images.

To Add a Rectangle or Square to the Work Area:

1. Select the **Rectangle Tool**  or the **Rounded Rectangle Tool**  of the Create group's Tool drop-down menu.



2. Do one of the following:

- In the Properties bar, click the **Create** button . A rectangle is automatically added to the work area in the top left corner.
- Click and drag diagonally across the work area. To create a square, press and hold the **Shift** key as you click and drag.

3. Select the desired alignment, size, and line style options as described in the table below.

Properties Bar Options

x y

You can enter precise x and y coordinates to determine the position of the object in the work area. For example, set the x coordinate to 0.00 if you want the left edge of the object to be perfectly aligned with the left edge of the work area. Set the y coordinate to 0.00 if you want the top edge of the object to be perfectly aligned with the top edge of the work area. Increase the x coordinate to move the object to the right and increase the y coordinate to move the object down.

Width Height


If you want to add an object with a precise width and height, enter the dimensions in the **Width** and **Height** boxes instead of clicking and dragging to create the object.

Corner Radius

If you add a rounded rectangle, use the **Corner Radius** option to determine the shape of the corners. Drag the slider to the left to create sharp curves and to the right to create broad curves.

☐ Retain Tool

After you add an object to the work area, Photo Editor automatically switches to the Selection Tool and displays the Selection Tool options in the Properties bar. Select **Retain Tool** if you want to add multiple objects to the work area.

Line Style 

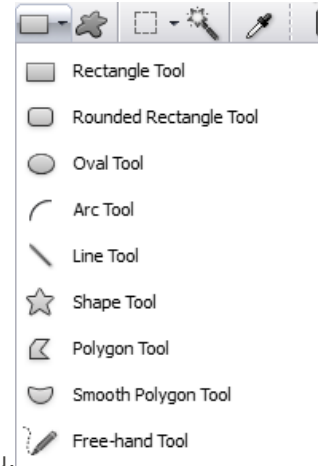
Click **Line Style** to select the line thickness and style.



In the Properties bar, leave **Scale Proportional** checked if you want your image or object to remain proportional when resizing. Always resize by dragging from an object or image's corner node if you want to maintain proportional resizing.

Adding Ovals and Circles to the Work Area





You can add ovals and circles to your project.

To Add an Oval or Circle to the Work Area:



1. In the Toolbar, under Create, select the **Oval Tool**  from the Tool drop-down menu.
2. Do one of the following:
 - In the Properties bar, click the **Create** button . An oval is automatically added to the work area in the top left corner.
 - Click and drag diagonally across the work area. To create a circle, press and hold the **Shift** key as you click and drag.
3. Select the desired alignment, size, and line style options as detailed in the table below.

Properties Bar Options



	<p>You can enter precise x and y coordinates to determine the position of the object in the work area. For example, set the x coordinate to 0.00 if you want the left edge of the object to be perfectly aligned with the left edge of the work area. Set the y coordinate to 0.00 if you want the top edge of the object to be perfectly aligned with the top edge of the work area. Increase the x coordinate to move the object to the right and increase the y coordinate to move the object down.</p>
	<p>If you want to add an object with a precise width and height, enter the dimensions in the Width and Height boxes instead of clicking and dragging to create the object.</p>
	<p>After you add an object to the work area, Photo Editor automatically switches to the Selection Tool and displays the Selection Tool options in the Properties bar. Select Retain Tool if you want to add multiple objects to the image.</p>
	<p>Click Line Style to select the line thickness and style.</p>

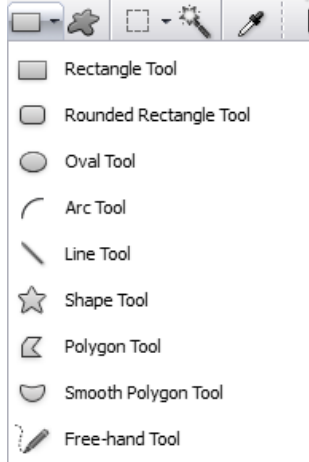
In the Properties bar, leave **Scale Proportional** checked if you want your image or object to remain proportional when resizing. Always resize by dragging from an object or image's corner node if you want to maintain proportional resizing.

Adding Polygons to the Work Area

Polygons are multi-sided shapes like triangles, trapezoids, or pentagons. You can create a unique background by adding polygons of different sizes and colors.

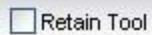
To Add a Polygon to the Work Area:

1. In the Toolbar, under Create, click the **Polygon Tool**  or **Smooth Polygon Tool**  from the Tool drop-down menu.

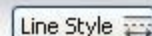


2. Click to create an anchor point, which looks like a small square.
3. Continue clicking to create points in the polygon. Press and hold the **Shift** key as you click to create points at 45 degree angles only.
4. Do one of the following:
 - Click the anchor point to close the polygon.
 - Press **Esc** or double-click at the final point in the polygon.
5. Select the options as described below.

Properties Bar Options



After you add an object to the work area, Photo Editor automatically switches to the Selection Tool and displays the Selection Tool options in the Properties bar. Select **Retain Tool** if you want to add multiple objects to the image.



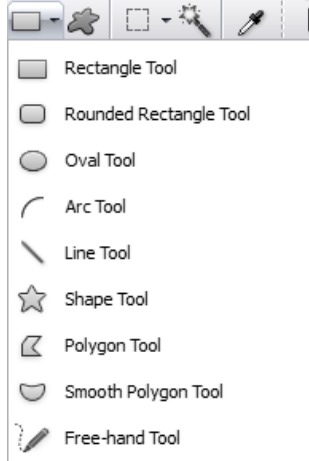
Click **Line Style** to select the line thickness and style.

Adding Lines and Arcs to the Work Area

You can use lines and arcs to add interesting details to images.

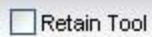
To Add a Line or Arc to the Work Area:

1. In the Toolbar, under Create, select the **Line Tool**  or **Arc Tool**  from the Tool drop-down menu.

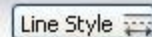


2. Click and drag across the work area. Press and hold the **Shift** key to create lines at 45 degree angles only or to fill arcs and create quarter-circles.
3. On the Properties bar, select options as described below.

Properties Bar Options



After you add an object to the work area, Photo Editor automatically switches to the Selection Tool and displays the Selection Tool options in the Properties bar. Select the **Retain Tool** if you want to add more objects to the image.



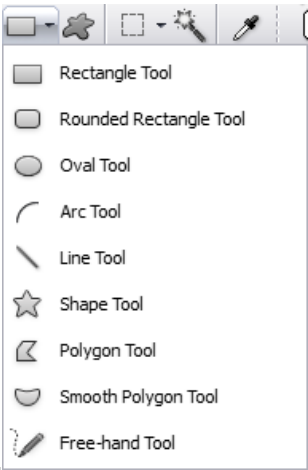
Click **Line Style** to select the line thickness and style. In the Line Style dialog box, you can alter the line attributes and arrowhead or dash style.



In the Properties bar, leave **Scale Proportional** checked if you want your image or object to remain proportional when resizing. Always resize by dragging from an object or image's corner node if you want to maintain proportional resizing.

Adding Special Shapes to the Work Area

You can add special shapes to images. All you have to do is choose a shape from one of several shape categories and add the shape to the work area.

To Add a Special Shape to the Work Area:



1. Select the **Shape Tool**  from the Create group's Tool drop-down menu.
2. In the Properties bar, select the **Shape Tool** drop-down menu.
3. Select a Category, such as Celebrations or Home, and choose the shape you want.
4. Do one of the following:
 - In the Properties bar, click the **Create** button . The shape is automatically added to the work area in the top left corner.
 - Click and drag across the work area. Press and hold the **Shift** key to add a shape that is an equal width and height.
6. Select the desired alignment, size, and line style options as described in the table below.

Properties Bar Options



You can enter precise x and y coordinates to determine the position of the object in the work area. For example, set the x coordinate to 0.00 if you want the left edge of the object to be perfectly aligned with the left edge of the work area. Set the y coordinate to 0.00 if you want the top edge of the object to be perfectly aligned with the top edge of the work area. Increase the x coordinate to move the object to the right and increase the y coordinate to move the object down.



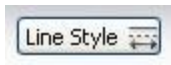
If you want to add an object with a precise width and height, enter the dimensions in the **Width** and **Height** boxes instead of clicking and dragging to create the object.



If you add a rounded rectangle, use the **Corner Radius** option to determine the shape of the corners. Drag the slider to the left to create sharp curves and to the right to create broad curves.



After you add an object to the work area, Photo Editor automatically switches to the Selection Tool and displays the Selection Tool options in the Properties bar. Select **Retain Tool** if you want to add multiple objects to the image.



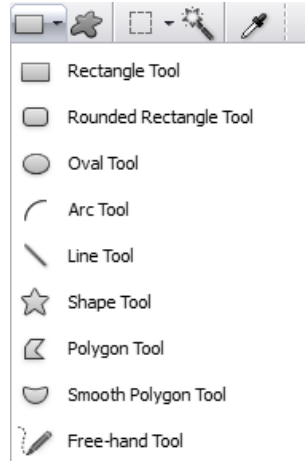
Click **Line Style** to select the line thickness and style.


In the Properties bar, leave **Scale Proportional** checked if you want your image or object to remain proportional when resizing. Always resize by dragging from an object or image's corner node if you want to maintain proportional resizing.

Adding Hand-Drawn Shapes to the Work Area

You can add hand-drawn shapes to images using the Freehand Tool. You do not have to worry about creating a perfect shape. The Freehand Tool smooths edges so your shapes look great.

To Add a Hand-Drawn Shape to the Work Area:




1. Select the **Freehand Tool**  from the Create group's Tool drop-down menu.
2. In the Properties bar, enter a curve tolerance setting. For example, enter 1 if you want more corners and curves in your shape. Enter 5 if you want fewer.
3. Click and drag as if you are drawing in the work area.
4. Release the mouse button close to the starting point.

Adding Text to Images

Adding a Text Object to an Image

When you add text to an image, the text is placed into a text object. You can have numerous text objects in a single image. You can also put text objects anywhere in the image, including on top of other text objects.


To Add a Text Object to an Image:

1. In the Toolbar, under Create, click the **Text Tool**. 
2. Click in the work area and type the desired word, phrase, or sentence. Press **Enter** to create a new line or paragraph.
3. Press **Esc** when you have finished typing. You will see a blue frame around the text object.

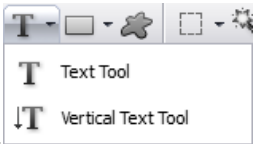
Changing Fonts, Colors, and Alignment

Once you have added a text object to an image, you will probably want to change its appearance. There are a number of toolbar options that you can use to change the fonts, colors, and text alignment in a text object. You can use the toolbar options to change all of the text in a text object or just a single word or phrase.

To Change All Text in a Text Object:






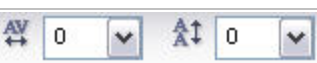

- 1. Select the **Selection Tool** and click the text object. 
- 2. In the Properties bar, select the desired fonts, colors, and text alignment options as described in the table below.

To Change a Single Word or Phrase in a Text Object:



- 1. In the Toolbar, click the **Text Tool**.
- 2. Do one of the following:
 - Double-click the word.
 - Click and drag to select a phrase.
- 3. Select font, color, and text alignment options as described below.


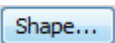
Properties Bar Options

	You can change the font to any font that is available on your computer system.
	You can change the text weight from regular to bold or italic.
	You can select a text size or type a specific number into the box.
	You can quickly underline text using the Underline Tool . Next to the Underline Tool are the Superscript and Subscript tools.
	If you added text using the Text Tool, you can use the Horizontal Align Tool to left-align, center, right-align, or justify text.
	You can change the horizontal spacing between characters and the vertical spacing between lines.
	You can change text color by clicking the Text Color Picker in the Toolbar and selecting a new color from the Colors dialog box.

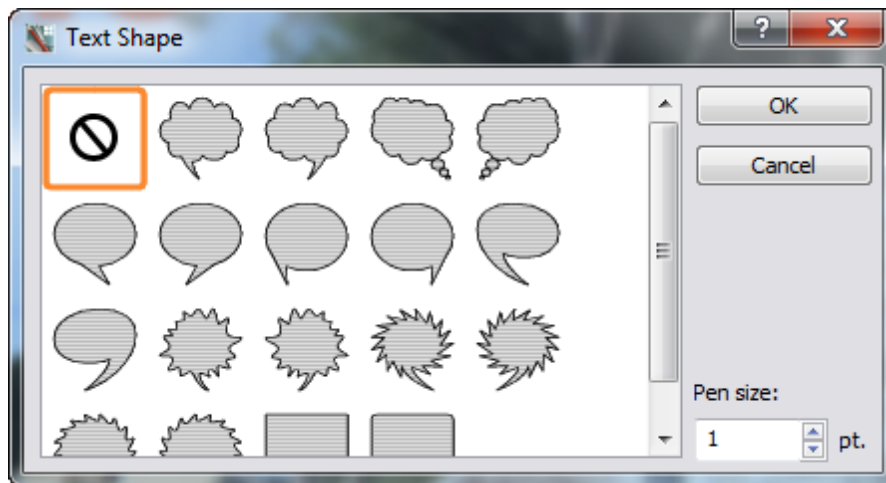
Wrapping Text to a Shape or Path

You can wrap text to a shape or path.

To Wrap Text to a Shape:


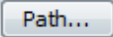
- 1. Select the **Selection Tool** and click a text object. 
- 2. In the Properties bar, click the **Shape** button. 

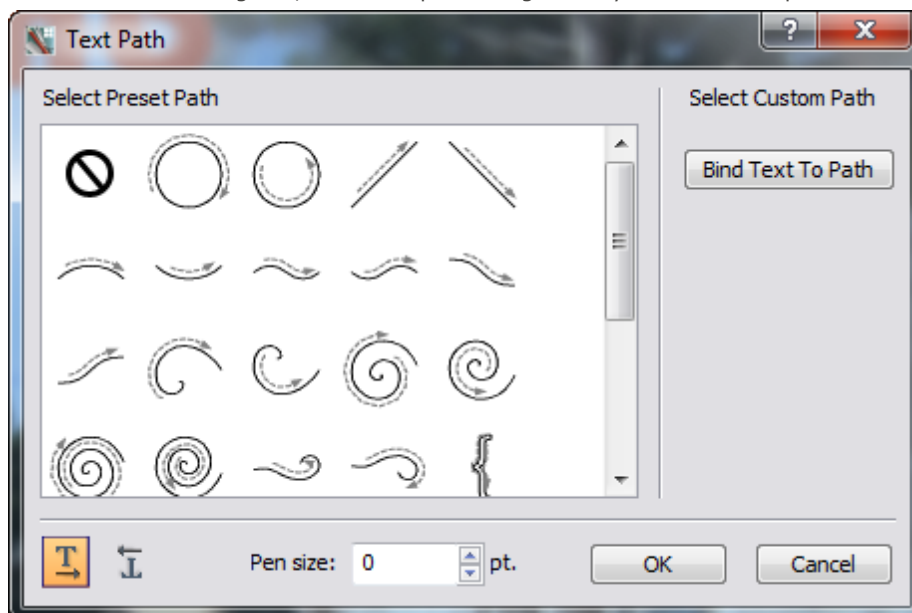
3. In the Text Shape dialog box, select the shape in which you want to wrap the text.



4. Increase the **Pen Size** to make the shape outline bolder.
5. Click **OK**.


To Wrap Text to a Path:


1. Click the **Selection Tool** and click a text object. 
2. In the Properties bar, click the **Path** button. 
3. In the Text Path dialog box, select the path along which you want to wrap the text.




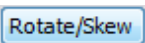
4. Increase the **Pen Size** in which to display the path.
5. Select the text direction in the bottom left of the Text Path dialog box.
6. Click **OK**.

To Expand or Contract the Shape or Path:

- 1. Click the **Selection Tool** and click the text object. 
- 2. Click and drag an object handle to expand or contract the shape or path.

 If you expand shape or path, you may need to increase the font size. Similarly, if you contract, you may need to decrease the font size.

To Rotate a Shape or Path:

- 1. Click the **Selection Tool** and click the text object. 
- 2. In the Properties bar, click the **Rotate/Skew** button. 
- 3. Click and drag a corner object handle to rotate the text object. You can also type an angle into the **Rotate** box and select **Left** or **Right** on the Properties Bar to rotate the text object.
- 4. Click and drag an object handle on the top, bottom, or side to skew the text object. You can also type an angle into the **Skew** box and select **Horizontal** or **Vertical** on the Properties Bar to skew the text object.
- 5. In the Properties bar, click **Done**.


Applying Artistic Effects to Photos

Making a Photo Look Like a Negative


There are two ways to make a photo look like a negative.

You can use the Invert function to reverse the colors in a photo. The Invert function converts each pixel’s color to its opposite hue in the color spectrum. You can also use the Solarize function to reverse the colors in a photo, but with more control over the colors.

To Make a Photo Look Like a Negative Using the Invert Function:

- 1. Select the **Selection Tool** and click the photo. 
- 2. In the Menu bar, click **Adjustments | Color | Invert**.

To Make a Photo Look Like a Negative Using the Solarize Function:

- 1. Select the **Selection Tool** and click the photo. 
- 2. In the Menu bar, click **Adjustments | Color | Solarize**.
- 3. In the [Editing window](#), on the Settings tab, set the options as described below.
- 4. Press **OK**.


Solarize Options

Threshold	Drag the Threshold slider to the left or right to select how many pixels will be changed to the opposite hue in the color spectrum.
Solarize/Lunarize	Select either Solarize or Lunarize . If you select Solarize, all pixels above the threshold will be changed, and if you select Lunarize, all pixels below the threshold will be changed.

Applying a Blinds Effect

Use the Blinds effect to divide your image into bars that look like venetian or vertical window blinds. You can customize the characteristics of the blinds you would like added to your image.

To Apply a Blinds Effect:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Blinds**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Blinds Options

Angle	Click an area on the Angle wheel to change the angle of the blinds.
Blind color	Click the Blind color picker to choose the hue of the blinds
Blind width	Drag the Blind width slider to the left and right until you are satisfied with the width of the blinds.
Blind opacity	Drag the Blind opacity slider to the left to increase the opacity of the blinds and to the right to reduce.

Applying a Collage Effect

You can use the Collage effect to creatively break up a photo into a number of photos.

To Apply the Collage Effect:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Collage**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Collage Options

Number of photos	Drag the Number of photos slider to the right to increase the number of photos in the collage.
Photo size	Drag the Photo size slider to the right to increase the size of the photos.
Background color	Click the Background color picker to select the background color.
Randomize	Press the Randomize button to randomly scatter the position of the photos.

Applying a Colorize Effect

You can use the Colorize function to make all of the pixels in a photo a shade of a particular color. (Completely black and completely white pixels are unchanged.)

To Colorize a Photo:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Color | Colorize**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Colorize Options

Hue	Drag the Hue slider to the left or right until the pixels in the photo are the desired color.
Saturation	Drag the Saturation slider to the left to decrease saturation and to the right to increase.
Lightness	Drag the Lightness slider to the left to increase the number of black pixels and to the right to increase the number of white pixels.
Current color	Click the Current color to open the Colors dialog box and select a new color.

Applying a Colored Edges Effect

You can use the Colored Edges effect to trace the lines and details of people or objects in your images.

To Color the Edges of Subjects in a Photo:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Colored Edges**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Colored Edges Options

Intensity	Drag the Intensity slider to the left or right until you are satisfied with the amount of color around the edges of subjects.
Edge Color	Click the Edge Color picker and select the color that you want to draw around the edges of subjects.

Applying a Crayon Drawing Effect

You can use the Crayon Drawing effect to give your photos the appearance of a crayon drawing.


To Make a Photo Look Like a Crayon Drawing:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Crayon Drawing**.

Making a Photo Look Like a Crosshatch Drawing

Crosshatch is a method of drawing in which shapes and shades are created from many crossed lines. You can use the Crosshatch effect to add crosshatching to an image.

To Make a Photo Look Like a Crosshatch Drawing:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Crosshatch**.




Apply the Crosshatch function more than once to compound or exaggerate the effect.

Applying a Crystallize Effect

You can use the Crystallize effect to make a photo appear as though it's composed of colored crystals.

To Make a Photo Look Crystallized:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Crystallize**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Crystallize Options

Crystal size	Drag the Crystal size slider to the left to reduce the crystal size and to the right to increase.
Crystal saturation	Drag the Crystal saturation slider until you are satisfied with the color of the crystals.
Anti Alias	Select the Anti Alias check box if you want to smooth the edges of the crystals.

Applying a Dauber Effect

You can use the Dauber effect to make your images look like they were painted with a paint dauber. Select or change the settings of the effect you want applied to your image, such as intensity, frequency and more.

To Make a Photo Look Painted with a Dauber:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Dauber**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Dauber Options

	Color Intensity	Drag the Color Intensity slider to the left and right until you are satisfied with the amount of color applied by the dauber.
	Frequency	Drag the Frequency slider to the left to reduce the number of daubs and to the right to increase.
Background color	Image	For photos, make sure the Image option is selected. This ensures that the dauber only applies colors from the original image. You can also de-select the Image option and use the Color Picker to apply another color with the dauber.
	Random seed	The position of daubs is controlled by the Random seed slider. Drag the slider to the left and right until you are satisfied with the position of the daubs. Click the Random seed button if you want to randomly set the slider.

Applying a Granite Effect

You can add a Granite effect to make your photos look etched in stone.

To Apply a Granite Effect:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Granite**.
3. In the [Editing window](#), on the Settings tab, set **Light Angle** as described below.
4. Press **OK**.


Granite Options

Light Angle	Drag the Light Angle wheel to specify from which direction an imaginary light source will shine. Different angles will change the highlights and shadows on the peaks and valleys of the rock.
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Applying a High Pass Effect

You can add a High Pass effect to make your photos look embossed or metallic.

To Make a Photo Look Embossed or Metallic:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Color | High Pass**.
3. In the [Editing window](#), on the Settings tab, set the following options.
4. Press **OK**.


High Pass Options

Radius	Drag the Radius slider to the left to make the photo look embossed or to the right to make the photo look metallic.
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Adding a Lens Flare to a Photo

A lens flare occurs when light reflects inside a camera lens in bright, sunny conditions. You can use the Lens Flare effect to add a lens flare to photos.

To Add a Lens Flare to a Photo:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Lens Flare**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Lens Flare Options

Position	
	Click the picker  and click in the photo where you would like to place the lens flare.
Horizontal/Vertical position	Click the picker  and click in the photo where you would like to place the lens flare. Alternately, use the Horizontal and Vertical position sliders to determine the placement of the lens flare.
Size	Drag the Size slider to the left to reduce the size of the lens flare and to the right to increase the size of the lens flare.
Light intensity	Drag the Light intensity slider to the left to reduce the intensity of the flare and to the right to increase the intensity of the flare.

Applying a Lomo Effect

Simulate the retro effects of a lomo camera. Photos taken with a lomo camera are high contrast, with a golden hue and a noticeable vignette.

To Apply a Lomo Effect:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Lomo**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Lomo Options

Color Distortion	Drag the Color Distortion slider to the right to increase the color distortion.
Vignette Strength	Drag the Vignette Strength slider to the right to increase the width and intensity of the vignette.

Applying an Oil Paint Effect

You can use the Oil Paint effect to give your images a painted appearance.

To Create an Oil Painting from a Photo:

1. Click the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Oil Paint**.
3. In the [Editing window](#), on the Settings tab, the set the options as described below.
4. Press **OK**.


Oil Paint Options

Brush width	Drag the Brush width slider to the right to increase the size of the brush stroke.
Variance	Drag the Variance slider to the left to decrease the number of colors in each brush stroke and to the right to increase.
Vibrance	Drag the Vibrance slider to the left to decrease color intensity and to the right to increase.

Applying an Orton Effect

Create beautiful, impressionistic images with the Orton effect. This mimics a darkroom technique, which involves sandwiching two images together, one of which is slightly out of focus, and both of which are slightly overexposed.

To Apply the Orton Effect:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Orton**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Orton Options

Blur	Drag the Blur slider to the right to increase the blur.
Contrast	Drag the Contrast slider to the right to increase the contrast.
Brightness	Drag the Brightness slider to the right to increase the brightness.

Making a Photo Look Like a Pastel Drawing

The Minimum and Maximum effects emphasize the light and dark pixels in a photo and the result is a photo that looks like a pastel drawing.

To Make a Photo Look Like a Pastel Drawing:

1. Click the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments** | **Color** | **Minimum** or **Maximum**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Minimum and Maximum Options

Radius Drag the **Radius** slider to the right to increase the effect.

Applying a Pencil Drawing Effect

You can use the Pencil Drawing effect to create a pencil drawing from your images.


To Make a Photo Look Like a Pencil Drawing:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments** | **Artistic** | **Pencil Drawing**.

Applying a Posterize Effect

You can use the Posterize effect to reduce the number of brightness levels in your image. Select or change the Posterize options to apply this effect to your image.

To Apply a Posterize Effect:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments** | **Color** | **Posterize**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Posterize Options

Brightness Drag the **Brightness** slider to the left and right until you achieve a desirable effect.

Applying a Sheet Metal Effect

You can use the Sheet Metal effect to turn your images into sheet metal impressions.

To Make a Photo Look Etched in Sheet Metal:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments** | **Artistic** | **Sheet Metal**.

3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Sheet Metal Options

Metal color	Click the Metal color picker to choose the hue of the sheet metal.
Angle	Drag the Angle wheel around to change the angle of the etched lines in the sheet metal.
Rounding	Drag the Rounding slider to the left and right until you are satisfied with the curve gradations in the photo.
Detail	Drag the Detail slider to the left and right until you are satisfied with the level of detail in the photo.
Indented	Select the Indented option to give the impression the photo was etched from the top of the sheet metal. Clear this option to give the impression that the photo was etched from the bottom of the sheet metal.

Applying a Sobel Effect

You can use the Sobel effect to create a highlighted outline of your image. After creating a black image, the effect uses colored lines to outline the detail of an image where significant color differences exist. Greater differences between colors in the original image produce brighter outline colors.


To Make the Edges of Photo Subjects Glow:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Glowing Edges**.

Applying a Stained Glass Effect

You can use the Stained Glass effect to divide your image into fragments of a random size and shape, to give the photo the appearance of a stained glass window. Control the size and position of the fragments using the effect settings.

To Apply a Stained Glass Effect:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Stained Glass**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Stained Glass Options

Fragment Size	Drag the Fragment Size slider to the left to decrease the fragment size and to the right to increase.
Random Seed	The position of fragments is controlled by the Random Number slider. Drag the slider to the left and right until you are satisfied with the position of the fragments. Click the Random Number button if you want to randomly set the random seed slider.

Applying a Weave Effect

You can use the Weave effect to give a photo the appearance of being woven into a tapestry or basket. You can control the width of the vertical and horizontal strips, the width of the gap between the strips, and the background color that displays through the gap.

To Apply a Weave Effect:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Artistic | Weave**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.



Weave Options

Strip width	Drag the Strip width slider to the left to reduce the width of the strips and to the right to increase.
Distance between strips	Drag the Distance between strips slider to the left to reduce the gap between strips and to the right to increase.
Background color	Click the Background color picker to choose the hue of the gap between strips.



Applying Dynamic Adjustments to Images and Objects

With Dynamic Adjustments, you can apply image filters and adjustments to images, shapes, text, and grouped objects without permanently altering the object. The objects keep their original features. This technology is so flexible that you can even change the settings of the effect, switch the order of effects, and hide or remove effects individually.

To Apply a Dynamic Adjustment:



1. Click the **Selection Tool**  and click the object.
2. Click **Object | Dynamic Adjustments | Add** or click the **Dynamic Adjustments** icon  on the Object Palette.
3. Choose the effect you want to apply.
5. In the Editing window, on the Settings tab, change the effect's settings.
6. Click **OK** if you want to accept the adjustments and return to the work area.

To Change the Settings of a Dynamic Adjustment:



1. Click the **Selection Tool**  and click the object.
2. Click **Object | Dynamic Adjustments | Manage** or click the **Dynamic Adjustments** icon  on the Object Palette.
3. In the Dynamic Adjustments dialog box, click the effect in the list.
4. Click **Edit**.
5. Change the settings in the [Editing window](#).

6. Click **OK** if you want to accept the changes.
7. Click **OK** in the Dynamic Adjustments dialog box to return to the work area.

To Delete a Specific Dynamic Adjustment:

1. Click the **Selection Tool**  and click the object.
2. Click **Object | Dynamic Adjustments | Manage** or click the **Dynamic Adjustments** icon  on the Object Palette.
3. In the Dynamic Adjustments dialog box, click the effect in the list.
4. Click **Delete**.
5. Click **OK** to return to the work area.

To Remove All Dynamic Adjustments:


1. Click the **Selection Tool**  and click the object.
2. Click **Object | Dynamic Adjustments | Clear** or click the **Dynamic Adjustments** icon  on the Object Palette.
3. In the Dynamic Adjustments dialog box, click **Clear**.
4. Click **OK** to return to the work area.

Applying Distortion Effects to Photos

Applying a Bathroom Window Effect

You can apply a bathroom window effect, which creates the impression that the photo has been printed onto the rippled privacy glass often found in bathroom windows.

To Make a Photo Look Like Rippled Glass:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Distort | Bathroom Window**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Bathroom Window Options

Bar Width	Drag the Bar Width slider to the left to reduce the width of the ripples and to the right to increase.
Select Horizontal if you want the horizontal glass ripples and Vertical if you want vertical glass ripples.	

Applying a Beveled Frame Around a Photo

You can use the Bevel function to add a transparent bevelled frame around the outside of your photos.

To Add a Beveled Frame Around a Photo:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Distort | Bevel**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Bevel Options

Light	
Direction	Click the Direction wheel to indicate the direction of the bevel lighting, or enter the degree of the angle.
Elevation	Drag the Elevation slider to the left to create the impression of a steep bevel and to the right to create the impression of a shallow bevel.
Brightness	Drag the Brightness slider to the left to reduce the brightness of the bevel and to the right to increase.
Bevel width	Drag the Bevel width slider to the left to reduce the width of the bevelled frame and to the right to increase.
Edge smoothness	Drag the Edge smoothness slider to the left to create a sharp edge and to the right to create a feathered edge.
Corner smoothness	Drag the Corner smoothness slider to the left to create sharp corners and to the right to create smooth corners.


Applying a Bulge Effect

Use the Bulge effect to stretch or shrink areas of your images horizontally and vertically.

To Add a Bulge to a Photo:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Distort | Bulge**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.

Bulge Options


Position	Select the picker  and click in the area of the photo where you would like to place the bulge.
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Radius	Drag the Radius slider to the left to reduce the radius of the bulge and to the right to increase.
Strength	Drag the Strength slider to the left to create the impression that the photo is collapsing into the bulge and to the right to create the impression that the photo is expanding from the bulge.
Select both Horizontal and Vertical to create a circular bulge. Select only Horizontal if you want the bulge oval to stretch horizontally across the photo. Select only Vertical if you want the bulge oval to stretch vertically across the photo.	
Background color	In the Background color group, select Image if you want the bulge to use the colors from the photo. De-select the Image option and use the Color Picker to apply another color to the bulge.

Applying an Emboss Effect

You can use the Emboss effect to add a grayscale relief to an image.

To Emboss an Image:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Distort | Emboss**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Emboss Options

Angle	Drag the Angle slider to the left to cast shadows from the left and to the right to cast shadows from the right.
Depth	Drag the Depth slider to the left to darken the photo and to the right to lighten the photo.
Detail	Drag the Detail slider to the left to reduce the depth of the embossing and to the right to increase.

Applying a Mirror Effect

You can use the Mirror effect to create a horizontal or vertical reflection in a photo.

To Apply a Mirror Effect:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Distort | Mirror**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.

Mirror Options


Mirror Position	Drag the Mirror Position slider to the left to move the reflection point to the left, or to the right to move the reflection point to the right.
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Select **Horizontal** to create a horizontal reflection and **Vertical** to create a vertical reflection.


Applying a Pixel Explosion Effect

The Explosion function creates the impression that all of the pixels in your photo are exploding outwards.

To Use the Pixel Explosion Effect:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Distort | Explosion**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Pixel Explosion Options

Position	Click the picker  and click in the photo at the center of the explosion. Alternately, use the Horizontal position and Vertical position sliders to determine the center of the explosion.
Intensity	Drag the Intensity slider to the left to reduce the number of exploding pixels and their color. Drag the slider to the right to increase the number of exploding pixels and their color.
Random Number	The position of exploding pixels is controlled by the Random Number slider. Drag the slider to the left and right until you are satisfied with the position of the pixels. Click the Random Number button if you want to randomly set the random seed slider.
Explode	<p>horizontally: Select only Explode horizontally if you want the pixels to explode horizontally across the photo.</p> <p>vertically: Select only Explode vertically if you want the pixels to explode vertically down the photo.</p> <p>Select both Explode horizontally and Explode vertically to create a circular explosion.</p>

Applying a Pixelate Effect

A pixel is the smallest piece of a digital image, arranged in rows and columns. When you reduce the resolution of your image, the size of the pixel increases and produces blurring. You can use the Pixelate effect to increase the size of the pixels in your image.

To Apply a Pixelate Effect:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Distort | Pixelate**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Pixelate Options

Width of pixels	Drag the Width of pixels slider to the left to reduce the width of pixels and to the right to increase.
Height of pixels	Drag the Height of pixels slider to the left to reduce the height of pixels and to the right to increase.
Keep Square	If you want the pixels to remain perfectly square, select the Keep Square option.


Applying a Ripple Effect

You can use the Ripple effect to divide your images into concentric circles that resemble what you see when you drop a pebble into water.

To Apply a Ripple Effect:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Distort | Ripple**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Ripple Options

Position	Click the picker  and click in the photo at the center of the ripple.
Amplitude	Drag the Amplitude slider to the left to reduce the height of the ripples and to the right to increase.
Wavelength	Drag the Wavelength slider to the left to reduce the distance between ripples and to the right to increase.
Light strength	Drag the Light strength slider to the left to reduce the contrast between the top and bottom of each ripple, and to the right to increase that contrast.
Background color	Select Image if you want the ripples to use the colors from the photo. De-select the Image option and use the Color Picker to apply another color to the ripples.
Ripple	<p>horizontally: if you want ripples to travel horizontally across the photo.</p> <p>vertically: if you want the ripples to travel vertically across the photo.</p> <p>Select both horizontally and vertically to create a circular ripple.</p>

Applying the Spherize Effect

You can use the Spherize function to make a photo look like it is stretched over a warped mirror.

To Apply a Spherize Effect:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Distort | Spherize**.

3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.


Spherize Options

Amount	Drag the Amount slider to the left to reduce stretching and to the right to increase stretching	
Projection Mode		
Spherical/Ellipsoid	Select Spherical/Ellipsoid to stretch the photo clockwise around a round bulge.	
Cylindrical	<ul style="list-style-type: none"> • Select Horizontal to stretch the photo horizontally. • Select Vertical to stretch the photo vertically. 	
Hyperboloid	Select Hyperboloid to stretch the photo over a bulge.	
Vignette	If you selected Spherical/Ellipsoid, you can select Vignette to create a vignette frame around the photo.	
Anti-Alias	If you want to make edges in the photo appear smoother, de-select the Anti-Alias option.	


Applying a Swirl Effect

You can use the Swirl effect to rotate and stretch people and objects in your image.

To Apply a Swirl Effect:

1. Click the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Distort | Swirl**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.

Swirl Options

Position	Click the picker  and click in the photo at the center of the swirl.
Radius	Drag the Radius slider to the left to reduce the size of the swirl and to the right to increase.
Strength	Drag the Strength slider to the left to create a counter-clockwise swirl and to the right to create a clockwise swirl.
Focus	Drag the Focus slider to the left to expand the swirl effect to the entire photo and to the right to concentrate or focus the swirl in one area of the photo.
Background color	Select Image if you want the swirl to use the colors from the photo. De-select the Image option and use the Color Picker to apply another color to the swirl.

Swirl**Horizontally:** if you want the swirls to be horizontal across the photo.**Vertically:** if you want the swirls to be vertical across the photo.Select both **Horizontally** and **Vertically** to create a circular swirl.

Simulating Motion by Blurring Photos

Blurring tools are used to simulate motion in photos.

To Blur a Photo:

1. Use a selection tool to select the area of the photo that you want to blur.
2. Choose one of the options below.
3. Press **OK**.

General Blur:

From the Menu bar, click **Adjustments | Blur | Blur**, to achieve a general blur.

Average, Gaussian, or Median Blur:

To control the amount of blur, select from the following types:


1. Click **Adjustments | Blur** and select **Average, Gaussian Blur**, or **Median Blur**.
2. In the [Editing window](#), on the Settings tab, use the **Amount** slider to determine the amount of blur.

To create the illusion of movement in a photo, select from the following types:


Motion Blur:

1. Click **Adjustments | Blur | Motion Blur**.
2. In the [Editing window](#), on the Settings tab, use the **Blur Distance** slider to determine the amount of blur. Type an angle degree into the Angle box or click the dot and drag it around the circle until you achieve the desired spin angle.

Radial Blur:

1. To create the illusion of spinning in a photo, click **Adjustments | Blur | Radial Blur**.
2. In the [Editing window](#), on the Settings tab, click the picker  and click in the center of the blur area, or use the **Horizontal** and **Vertical** position sliders to determine the center of the blur area. Type an angle degree into the Spin box or click the dot and drag it around the circle until you achieve the desired spin angle.

Zoom Blur:

1. To create the illusion of zooming into a photo, click **Adjustments | Blur | Zoom Blur**.
2. In the [Editing window](#), on the Settings tab, click the picker  and click in the center of the blur area, or use the **Horizontal** and **Vertical** position sliders to determine the center of the blur area. Use the **Amount** slider to determine the amount of blur.

Applying Effects to Batches of Photos

Applying Effects to Batches of Photos

If you have a batch of photos that all have the same problem, you can save time by using the Batch Processor to correct all of the photos at once. You can also use the Batch Processor to apply artistic and distortion effects to batches of photos.

To Apply Effects to Batches of Photos:

1. Add photos to the [Image Basket](#).
2. Select an image in the Image Basket and double-click to open.
3. On the Image Basket Toolbar, click **Batch Process | Apply Adjustment Filter**.
4. In the Batch Processing - Adjustment dialog box, click **Next**.
5. Select the photos you would like to process:
 - Select **All items in the Image Basket** to process all of the photos that are in the Image Basket.
 - Select **Opened Compositions** to process only those photos that are currently open. To see which photos are open, click **Window**. Open photos are listed at the bottom of the menu.
 - Select **New Selection** to process specific photos from the Image Basket.
6. Click **Next**.
7. Select an effect. For example, click **Auto** to display the automatic correction options and select **Auto Levels** to automatically correct levels in the selected photos. This is an easy way to correct exposure problems in a batch of photos. If you select an effect that has extra settings, adjust the settings until you are satisfied with the effect.
8. Click **Next**.
9. It is not a good idea to replace original photos with edited versions, so use the Saving Your Images options to save the processed photos with a new name, to a new folder, or in a different file format:
 - In the **Add a Suffix to the File Name** box, type a file name suffix that will identify the processed photos.
 - Click **Browse**, navigate to the folder in which you would like to save the processed photos, and click **OK**.
 - From the **File Format** drop-down select the file format to which you would like to convert the processed photos. If you are saving the photos to the JPEG file format, select the image quality, encoding, color, and thumbnail options then click **OK**.
12. Click **Finish**.
13. Review the status of the processing in the Batch Process Summary dialog then click **OK**.

Applying Vignettes to Batches of Photos

To apply vignettes to a group of photos, use the Batch Process feature.

To Apply Vignettes to Batches of Photos:

1. Add photos to the [Image Basket](#).
2. Select an image in the Image Basket and double-click to open.
3. On the Image Basket Toolbar, click **Batch Process | Create Vignette**.
4. In the Batch Processing - Vignette dialog box, click **Next**.
5. Select the photos you would like to process:
 - Select **All items in the Image Basket** to process all of the photos that are in the Image Basket.
 - Select **Opened Compositions** to process only those photos that are currently open. To see which photos are open, click **Window**. Open photos are listed at the bottom of the menu.
 - Select **New Selection** to process specific photos from the Image Basket.
6. Click **Next**.
7. Select the vignette style:
 - Select **Linear** if you want to create a vignette horizontally, vertically, or diagonally across the photo.
 - Select **Rectangular** if you want to create a rectangular frame.
 - Select **Elliptical** if you want to create an oval or circular frame.
8. Click **Next**.
9. Select vignette options:
 - Click on the **Angle** wheel to indicate the angle you want the fade to come from.
 - Move the **Fade Start Point** and **Fade End Point** sliders to the left and right to indicate where the vignette fade should begin and end.
10. Click **Next**.
11. It is not a good idea to replace original photos with edited versions, so use the Saving Your Images options to save the processed photos with a new name, to a new folder, or in a different file format:
 - In the **Add a Suffix to the File Name** box type a file name suffix that will identify the processed photos.
 - Click **Browse**, navigate to the folder in which you would like to save the processed photos, and click **OK**.
 - From the **File Format** drop-down select the file format to which you would like to convert the processed photos.

If you want to maintain the transparency behind the vignette frame select **PNG - Portable Network Graphics**. PNG is a file format that is similar to JPEG. You can place PNG files into Photo Editor images, web pages, Microsoft Word documents, and most publishing programs.
12. Click **Finish**.
13. Review the status of the processing in the Batch Process Summary dialog then click **OK**.

Copying Objects to Multiple Projects

If you have a photo or object that you want to add to other projects, you can use the Batch Processor to copy the photo or object to those projects.

To Copy a Photo or Object to Other Projects:

1. Add photos to the [Image Basket](#).
2. Select an image in the Image Basket and double-click to open.
3. On the Image Basket Toolbar, click **Batch Process | Copy Object/Composition**.
4. In the Batch Processing - Copy Object dialog box, click **Next**.
5. Select the photos you would like to process:
 - Select **All items in the Image Basket** to process all of the photos that are in the Image Basket.
 - Select **Opened Compositions** to process only those photos that are currently open. To see which photos are open, click **Window**. Open photos are listed at the bottom of the menu.
 - Select **New Selection** to process specific photos from the Image Basket.
6. Click **Next**.
7. Select the photo, object, or project that you want to copy:
 - Select **Select an Object** if you want to select a photo or object from the open project.
 - Select **Current Selection** if you want to select the currently selected photo, object, or project.
 - Click **Current Composition** if you want to select the open project.
8. Click **Next**.
9. Under Positioning of Copied Image or Object, move the selected photo, object, or project to a specific location in the work area:
 - Click and drag the photo, object, or project around the preview area to the desired location.
 - Use the **Align** options to move the photo, object, or project to the desired location.
 - Choose a **Scale** option.
10. Click **Next**.
11. It is not a good idea to replace original photos with edited versions, so use the Saving Your Images options to save the processed photos with a new name, to a new folder, or in a different file format:
 - In the **Add a Suffix to the File Name** box type a file name suffix that will identify the processed photos.
 - Click **Browse**, navigate to the folder in which you would like to save the processed photos, and click **OK**.

- From the **File Format** drop-down select the file format to which you would like to convert the processed photos. If you are saving the photos to the JPEG file format, select the image quality, encoding, color, and thumbnail options then click **OK**.


13. Click **Finish**.

14. Review the status of the processing in the Batch Process Summary dialog, then click **OK**.

Resizing, Cropping, and Rotating Objects and Photos

Resizing Objects and Photos

To Resize an Object or Photo:

1. Select the **Selection Tool** and click the object or photo. 
2. In the Menu bar, click **Object | Rotate/Flip/Resize | Resize**.
3. In the Resize dialog box, select a resize method:
 - Select **Percentage** from the drop-down if you want to resize the object or photo based on a percentage of its original size. For example, you could enter 50% to reduce its size by half, or enter 150% to increase its size by half.
 - Select **Absolute** from the drop-down if you want to change the object or photo to a specific width and height.
 - Select **Proportional** if you want to change the width and height of the object or photo proportionally. This ensures that the object or photo is not distorted as you increase or decrease its size.
 - Select **Resample** if you want to resample the selected photo. Its resolution will increase or decrease depending on whether you make the photo smaller or larger. If **Resample** is not selected, when you resize a photo, its resolution will remain unchanged.
 - Enter the new **Width** and **Height**. If you selected Proportional, you only have to enter width or height, but not both. For example, if you enter a width, the height is automatically calculated for you.
 - If you are resizing a group of objects, select **Keep As Group** to apply the resize method and amount to all of the selected objects.
4. Do one of the following:
 - Click **Apply** to resize the object or photo but keep the resize dialog open. This is useful if you want to see what it looks like before closing the dialog.
 - Click **OK** to resize the object or photo and close the resize dialog.



Cropping Objects and Photos

If you have a photo with distracting objects or subjects around the edges, you can remove them by cropping the photo.

If your image needs both cropping and color or lighting adjustment, you should crop your image first.

You can also crop objects in an image.

To Crop an Object or Photo:


1. Select the **Selection Tool** and click the object or photo. 
2. In the Toolbar, click the **Crop Tool**. 
3. Do one of the following:
 - Click and drag a box around the part of the object or photo that you want to keep.
 - In the Properties bar, select **Crop Work Area**, then from **Standard Sizes**, select **Custom Constraint**. A box displays over the object or photo. Drag and resize the box until it surrounds the part of the object or photo that you want to keep.
 - In the Properties bar, select **Crop Work Area**, then from **Standard Sizes**, select a size option. A box displays over the object or photo. Drag the box until it surrounds the part of the object or photo that you want to keep.
4. On the Properties bar, click **Apply Crop**.

Rotating and Flipping Objects and Photos


You can rotate objects or photos in any direction or flip them.

Rotating an Object or Photo


To Quickly Rotate an Object or Photo 90°:

1. Select the **Selection Tool** and click the object or photo. 
2. In the Menu bar, click **Object | Rotate/Flip/Resize** and select either **Rotate 90° Right** or **Rotate 90° Left**.

To Quickly Rotate an Object or Photo at a Custom Angle:

1. Select the **Selection Tool** and click the object or photo. 
2. In the Menu bar, click **Object | Rotate/Flip/Resize | Custom Rotate**.
3. In the Rotate dialog box, do one of the following:
 - Click an area on the **Angle** wheel to indicate the desired angle.
 - Type an angle into the **Angle** box.
4. Click **OK**.


To Rotate an Object or Photo Using the Properties Bar Options:

1. Select the **Selection Tool** and click the object or photo. 
2. In the Menu bar, do one of the following:
 - Click **Object | Rotate/Flip/Resize | Rotate/Skew**.
 - In the Properties bar click **Rotate/Skew**.
3. In the Properties bar, do one of the following:

- Type an angle into the **Rotate** box.
 - Click the arrow beside the **Rotate** box and use the slider to determine a custom angle.
 - Click a handle on a corner of the object or photo and drag until the object is the desired angle.
 - Select **Left** to rotate the object or photo to the left and **Right** to rotate the object or photo to the right.
4. Do one of the following:
- Double-click the object or photo.
 - In the Properties bar, click **Done**.

Flipping an Object or Photo

To Quickly Flip an Object or Photo:


1. Select the **Selection Tool** and click the object or photo. 
2. In the Menu bar, do one of the following:
 - Click **Object | Rotate/Flip/Resize** and select either **Flip Horizontally** or **Flip Vertically**.
 - Click **Object | Rotate/Flip/Resize | Rotate 180°** to flip the object or photo vertically.

Rotating the Work Area

To Quickly Rotate the Work Area 90°:

- On the Toolbar, under Rotate, click the **Rotate Work Area Left** button. 

or

- On the Toolbar, under Rotate, click the **Rotate Work Area Right** button. 

Painting and Drawing in the Work Area

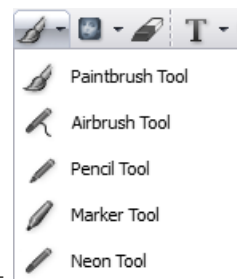
Selecting a Painting or Drawing Instrument

There are five painting and drawing instruments available from the Toolbar. After you select a painting and drawing instrument, you will see a number of options listed in the Properties bar. These options give you control over the width and shape of the brush or nib, the spacing and opacity of strokes, and more.



The Pencil is one of the five painting and drawing instruments, but it has no options. You can, however, change the pencil color.

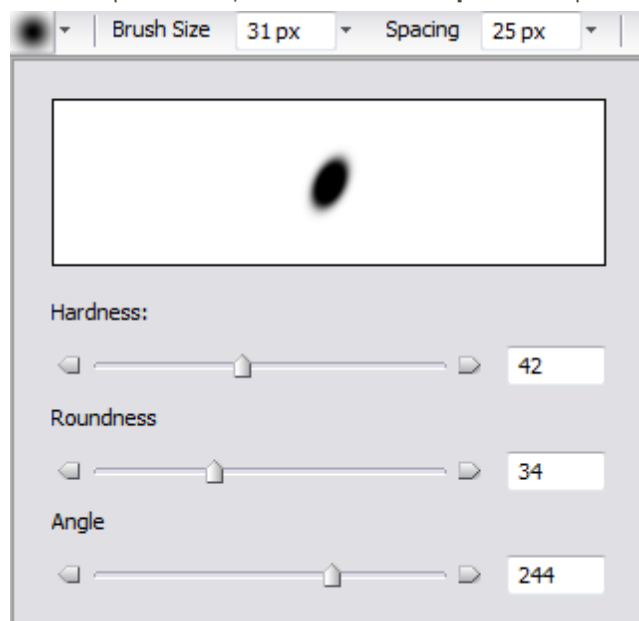
To Change the Width of a Brush or Nib:



1. From the Toolbar, under Create, select the **Paintbrush**, **Airbrush**, **Marker**, or **Neon** instrument.
2. In the Properties bar, click the arrow beside the **Brush Size** box and drag the slider to the left or right until the brush or nib is the desired size.

To Change the Brush or Nib Shape:

1. From the Toolbar, under Create, select the **Paintbrush**, **Airbrush**, **Marker**, or **Neon** instrument.
2. In the Properties bar, select the **Brush Options** drop-down menu.



3. Drag the **Hardness** slider to the left to soften the brush or nib or to the right to harden.
4. Drag the **Roundness** slider to the left to flatten the brush or nib or to the right to make the brush or nib round.
5. If you flattened the brush or nib, you can drag the **Angle** slider to the left or right to change the angle of the brush or nib.

To Change the Spacing and Opacity of Strokes:

1. From the Toolbar, under Create, select the **Paintbrush**, **Airbrush**, **Marker**, or **Neon** instrument.
2. In the Properties bar, select the **Spacing** drop-down menu and drag the slider to the left to create a smooth, continuous stroke or to the right to create a dotted stroke.
3. If using the Paintbrush or Marker Instrument, in the Properties bar, select the **Opacity** drop-down menu and drag the slider to the left to reduce opacity or to the right to increase opacity.

To Create the Impression That a Stroke is Shrinking and Fading:

1. From the Toolbar, under Create, select the **Paintbrush**, **Airbrush**, **Marker**, or **Neon** instrument.
2. If using the Paintbrush, Airbrush, or Marker Instrument, in the Properties bar, select the **Fade** drop-down menu, and select one of the following:
 - Select **Size** to create the impression that a stroke is shrinking, as if you are slowly lifting the brush or nib off the work area.
 - Select **Opacity** to create the impression that a stroke is fading, as if the brush or nib is slowly running out of ink.
 - Select **Size and Opacity** to create the impression that a stroke is shrinking and fading.

To Change the Blend Mode:

Select a blend mode to control how pixels are affected by the painting tool.

1. From the Toolbar, under Create, select the **Paintbrush** or **Airbrush** instrument.
2. From the **Mode** drop-down, select a blending option:

Normal	Select Normal to display the transparent object over the underlying object or photo without blending the colors together.
Dissolve	Select Dissolve to randomly replace pixels with the base color, depending on opacity.
Multiply	Select Multiply to multiply the colors in the transparent object with the colors in the underlying object or photo. The blend area is usually darker than the original object or photo.
Screen	Select Screen to multiply the inverse or opposite of the colors in the transparent object and the underlying object or photo. The blend area is usually lighter than the original object or photo. When the transparent object is over a black area, the colors in the object remain unchanged. When the transparent object is over a white area, the colors in the object become white as well.
Overlay	Select Overlay to mix the colors in the transparent object with the colors in the underlying object or photo. The blended area maintains the brightness of the underlying object or photo, and as a result you can see shadows and highlights in the blended area.
Soft Light	The Soft Light blend option will darken or burn the colors in the underlying object or photo if the transparent object above is darker than 50% gray. It will lighten or dodge the colors in the underlying object or photo if the transparent object above it is lighter than 50% gray.
Hard Light	The Hard Light blend option will darken or multiply the colors in the underlying object or photo if the transparent object above is darker than 50% gray. It will lighten or screen the colors in the underlying object or photo if the transparent object above it is lighter than 50% gray.
Darken	The Darken blend option identifies the darkest color in the blend area and leaves the darker colors unchanged, but replaces the colors that are lighter.
Lighten	The Lighten blend option identifies the lightest color in the blend area and replaces the colors that are darker, leaving the lighter colors unchanged.
Difference	The Difference blend option identifies the lightest color in the blend area. If the color in the transparent object is lighter, that color is subtracted from the color of the underlying object or photo. If the color in the underlying object or photo is lighter, that color is subtracted from the color of the transparent object. When the transparent object is over a black area, the colors in the object remain unchanged. When the transparent

	object is over a white area, the colors in the object are inverted.
Hue	The Hue blend option creates a color by mixing the saturation and luminance of the base color with the blend color.
Saturation	The Saturation blend option changes the saturation of the area painted to match the saturation of the applied color, without changing the hue or luminance values.
Color	The Color blend option changes the hue and saturation of the painted area to the hue and saturation of the applied color, without affecting the shadow, highlights, or midtones of the original image.
Luminosity	The Luminosity blend option changes the lightness of the underlying color to the lightness of the applied color, without affecting the hue or saturation of the image.

To Change the Pressure of the Airbrush:

1. From the Toolbar, under Create, select the **Airbrush** instrument.
2. In the Properties bar, click the arrow beside the **Pressure** box and drag the slider to the left to reduce pressure or to the right to increase.


Changing pressure changes the amount of ink projected onto the work area. When you reduce pressure, less ink is sprayed onto the work area and when you increase pressure, more ink is sprayed onto the work area.

To Change the Neon Glow:

1. From the Toolbar, under Create, select the **Neon** instrument.
2. In the Properties bar, click the arrow beside the **Glow** box and drag the slider to the left to reduce glow and to the right to increase.

The glow is created by adding an outline around the stroke. The glow is diminished by reducing the width of the outline around the stroke. The glow is increased by increasing the width of the outline around the stroke.



3. In the Toolbar, use the Color Picker  to select the glow color. Click the foreground box to select the stroke color. Click the background box to select the outline or glow color.

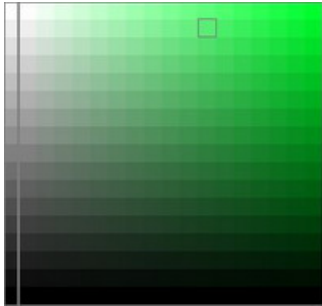
Selecting Colors for Painting


You can easily select different colors of paint, ink, or pencil lead.

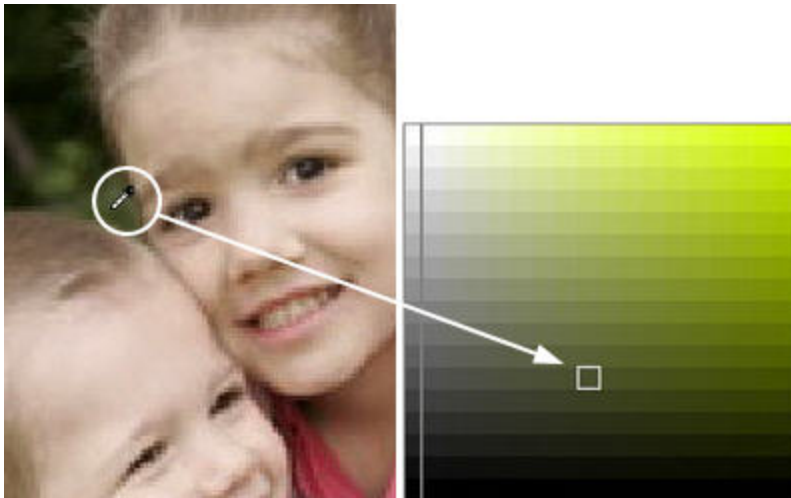
To Select the Color of Paint, Ink, or Pencil Lead:



1. In the Toolbar, in the Color Picker, double-click the foreground color box.
2. In the Colors dialog box, do one of the following:
 - Select a color:



- Move your mouse pointer off the Colors dialog box and use the Eyedropper  to select a color from an existing photo or object.



- Click **Show Details** and type an RGB, HSB, or hexadecimal code for a specific color.

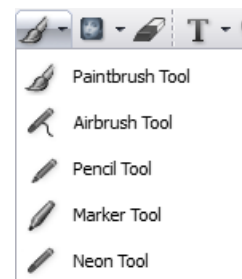
3. Click **OK**.

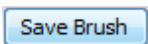
Saving, Loading, and Sharing Instrument Options

If you find that you are repeatedly selecting the same options for a painting or drawing instrument, you should consider saving those options so that you can quickly apply them whenever you use that instrument. For example, if you like to use the Paintbrush and are constantly using the same brush width, spacing, and opacity, you can save these settings and quickly apply them with one click.


You can also share your instrument options with other Photo Editor users. For example, if you are working on a scrapbook with a sibling but you are working on different computers, you can share your options by saving them to a file, moving the file to the other computer, and loading the file into Photo Editor.

To Save Options:





1. With an image open, in the Toolbar, under Create, select the desired painting or drawing instrument.
2. On the Properties bar, configure the instrument options.
3. On the Properties bar, click the **Save Brush** button. 
4. On the Properties bar, click **Saved Brushes** and note the number or icon of the last item in the drop-down menu. They represent the options that you just saved.

To Select Saved Options:

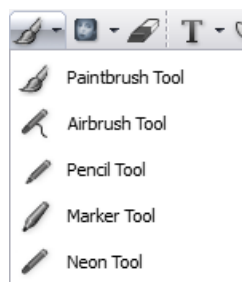
1. With an image open, on the Properties bar, click the **Edit** button. 
2. Click **Saved Brushes** and select the saved brush you want to use and double-click.


To Delete Options:

1. With an image open, on the Properties bar, click the **Edit** button. 
2. Click **Saved Brushes** and select the saved brush you want to delete.
3. Click the **Saved Brush Options** icon  in the upper right corner and, from the drop-down menu, select **Delete Brush**.

To Share Options with Another Photo Editor User



On the First Computer:




1. With an image open, in the Toolbar, under Create, select the desired painting or drawing instrument.
2. In the Properties bar, click **Saved Brushes**.
3. Click the **Saved Brush Options** icon  in the upper right corner and, from the drop-down menu, select **Save Brushes**.
4. In the Save Brushes dialog box, navigate to the folder where you want to save the options.
5. Type a name for the brush options. For example, you might type Paintbrush Options so you know the file contains options for that tool.

6. Click **Save**.
7. Move the **ABR** file to the other computer.

On the Second Computer:

1. On the other computer, with an image open, in the Toolbar, under Create, select the desired painting or drawing instrument.
2. In the Properties bar, click **Saved Brushes**.
3. Do one of the following:
 - Click the **Saved Brush Options** icon  in the upper right corner and, from the drop-down menu, select **Load Brushes**. When you load options, they replace existing saved options.
 - Click the **Saved Brush Options** icon  in the upper right corner, and, from the drop-down menu, select **Append Brushes**. When you append options, they are added to existing saved options.
4. In the Load or Append Brushes dialog box, navigate to the folder where you saved the ABR file.
5. Select the **ABR** file and click **Open**.

To Reset the Options to the Default Set:



1. With an image open, in the Toolbar, under Create, select the desired painting or drawing instrument.
2. Click **Saved Brushes**.
3. Click the **Saved Brush Options** icon  in the upper right corner and, from the drop-down menu, select **Reset Brushes**.

Creating Vignettes and Other Types of Masks

Creating a Vignette of a Photo

Use the Vignette Tool to add a frame around a subject.

To Create a Vignette of a Photo:

1. Select the **Selection Tool** and click the photo. 
2. In the Toolbar, under Create, click the **Vignette Tool**. 
3. In the Properties bar, from the Vignette Type drop-down menu select a shape:
 - Select **Linear** if you want to create a vignette horizontally, vertically, or diagonally across the photo.
 - Select **Rectangular** if you want to create a rectangular frame.
 - Select **Elliptical** if you want to create an oval or circular frame.
4. Do one of the following:
 - Click **Apply** to automatically position the vignette frame over the photo.



- Click and drag across the work area. Press and hold the **Shift** key to create a vignette frame that is an equal width and height.
 - Click and drag the vignette frame until you are satisfied with its placement over the photo. If desired, click and drag the vignette handles to resize the frame.
5. If you want to crop the photo to the vignette frame, select the **Crop to Vignette** checkbox.
 6. Click **Apply Vignette**.
 7. If you want to maintain the transparency behind the vignette frame, click **File | Save As** and select **PNG - Portable Network Graphics**.

PNG is a file format that is similar to JPEG. You can place PNG files into Photo Editor images, web pages, Microsoft Word documents, and most publishing programs.

Cutting a Shape Out of a Photo

Photo Editor has various ways that you can change the shape of a photo. You can use the Cookie Cutter Tool to quickly crop an image with preset shapes. If you want a custom design, use the Shape Tool or create a vector shape on top of the photo and trim it with the press of a button.

To Cut a Shape Out of a Photo with the Cookie Cutter Tool:

1. Select the **Selection Tool** and click the photo. 
2. In the Toolbar, under Create, click the **Cookie Cutter Tool**. 
3. In the Properties bar, from the **Shape** drop-down, select a **Category**, such as Celebrations or Home.



4. Select a shape in that category.
5. Do one of the following:
 - Click **Fit to Objects** to automatically position the cookie cutter shape over the photo.
 - Click and drag across the work area. Press and hold the **Shift** key to add a shape that is an equal width and height.


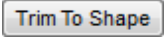
- Click and drag the cookie cutter shape until you are satisfied with its placement over the photo. If desired, click and drag the shape handles to resize the shape.

6. Click **Apply**.



The background behind the cookie cutter shape is the work area background color. To change the work area background color click **File | Define Work Area**

To Cut a Shape Out of a Photo with Trim to Shape:

1. In the Toolbar, under Create, click the **Shape Tool** or another vector shape tool from the Tool drop-down. 
2. Create the shape over the photo and drag until you are satisfied with its placement over the photo.
3. Hold down the **Shift** key and select both the photo and the shape.
4. In the Properties bar, click the **Trim to Shape** button. 




Unlike the Cookie Cutter Tool, the Trim to Shape button automatically cuts the image. Make sure the shape is in the desired position before clicking the button.

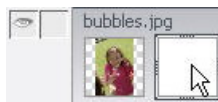
Creating a Custom Mask

A mask covers some areas of a photo while keeping other areas visible. To create a mask you can use the Selection tools to select the areas of the photo that you want to keep visible. You can also create a mask by painting over or "erasing" the areas of the photo that you want to cover or mask.

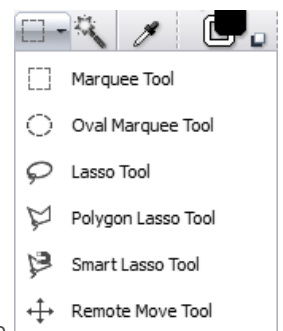
To Create a Mask:

1. Place a photo in the work area.
2. Indicate that you want to edit the mask by double-clicking the mask thumbnail in the Object Palette or clicking the Edit Mask

icon  at the bottom of the Object Palette.

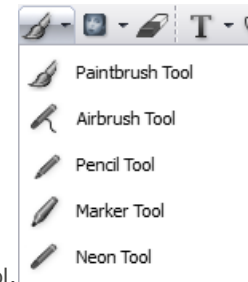


To Create a Mask Using a Selection Tool:



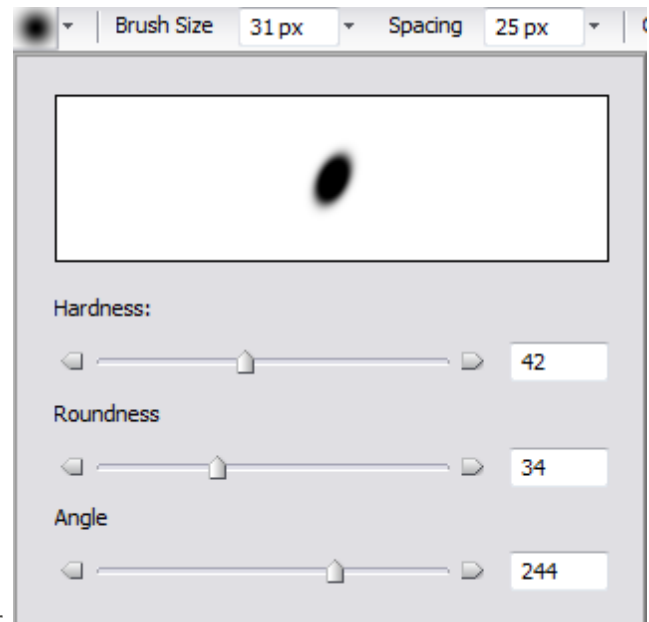
1. Under Select, choose a selection tool and select the area of the photo that you want to keep visible.
2. In the Menu bar, click **Image | Mask | Mask Outside Selection**.

To Create a Mask Using a Painting Tool:



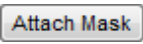
1. Under Create, choose a painting tool, such as the Paintbrush Tool or the Airbrush Tool.

2. Click the foreground color box in the Color Picker  and select the color black.




3. Select the brush options you would like in the Properties bar.
4. Paint over the areas of the photo that you want to cover with the mask.


To Create a Mask with the Attach Mask Option:

1. Place the shape object or image that you want to be the mask on top of the photo.
2. Hold **Shift**, then select the photo and the masking object.
3. Click the **Attach Mask** button  in the Properties bar.

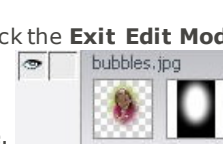
To Create a Mask Using the Eraser Tool:

1. In the Toolbar, under Create, click the **Eraser Tool**. 
2. "Erase" the areas of the photo that you want to cover with the mask. If you apply the Eraser Tool directly to the photo, you erase pixels from the photo. However, when you apply the Eraser Tool to a mask, you are simply indicating the areas of the photo that you want to cover with the mask.

To Complete Adding and Editing the Mask:

When you have finished editing the mask, click the mask thumbnail in the Object Palette or click the **Exit Edit Mode** icon  at the

bottom of the Object Palette. You can see the mask in the mask thumbnail in the Object Palette.



Editing and Removing a Custom Mask

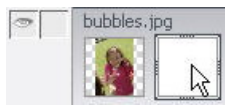
One of the advantages of creating a mask is that you can edit it at any time.

To Edit a Mask:

Indicate that you want to edit the mask by double-clicking the mask thumbnail in the Object Palette or clicking the Edit Mask icon



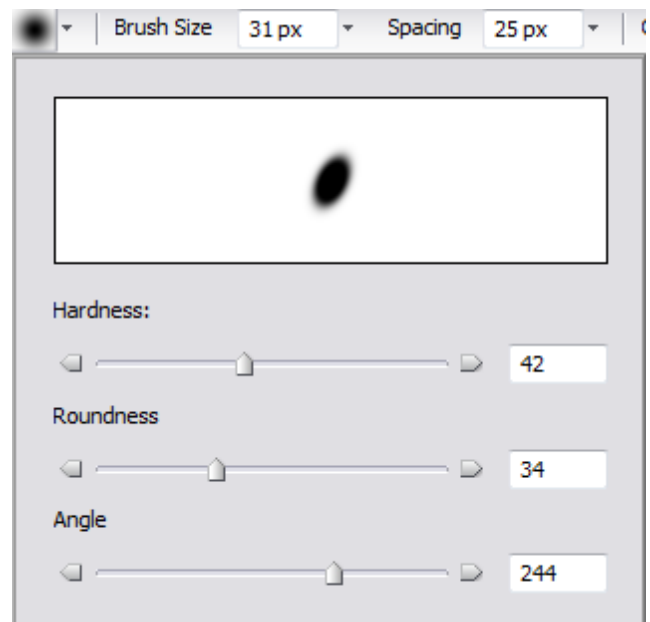
at the bottom of the Object Palette.




To Uncover a Masked Area so That it is Visible Again:

1. Click a painting tool, such as the Paintbrush Tool or the Airbrush Tool.

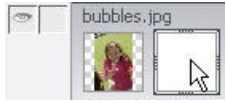
2. Click the foreground color box in the Color Picker  and select the color **white**.



3. Select the brush options you would like in the Properties bar.
4. Paint over the areas of the photo that you want to uncover and make visible.
5. When you have finished editing the mask, click the mask thumbnail in the Object Palette or click the **Exit Edit Mode** icon  at the bottom of the Object Palette. You can see the mask in the mask thumbnail in the Object Palette.

To Remove a Mask:

1. Click the mask thumbnail in the Object Palette.



2. In the Menu bar, click **Image | Mask | Remove Mask**.

Correcting Flaws with Photo Editor

Removing Flaws

Removing Flaws Using the Repair Tool

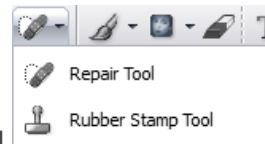
You can remove blemishes, wrinkles, stains and other small flaws from your photos by using the Repair Tool. It repairs photos by copying a range of pixels and pasting them over the flaw.

To Remove Flaws from a Photo:

1. Select the **Magnifying Glass Tool** and click to zoom in on the flaw.



2. In Toolbar, under the Fix section, select the **Repair Tool**.



3. In the Properties bar, set the options as described below.
4. Click an area adjacent to the flaw and drag across the flaw. For large flaws, you may need to click and drag across the flaw several times.
5. Click **File | Save**.

Repair Tool Options

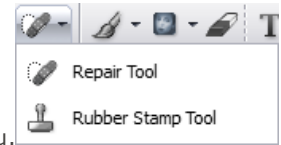
Feather Radius drop-down menu	Click the drop-down arrow beside the Feather Radius box and drag the slider to the left to reduce feathering and to the right to increase.
Brush Width drop-down menu	Click the drop-down arrow beside the Brush Width box and drag the slider to the left or right until the brush or nib is the desired size.
Auto Repair checkbox	Select Auto Repair if you want to automatically copy pixels from where you click to where you drag. If you want to select pixels from another area, uncheck Auto Repair . Then, press and hold the Alt key and click in an area of the photo containing pixels that you would like to copy and paste over the flaw.
Opacity drop-down menu	Click the drop-down arrow beside the Opacity box and drag the slider to the left to reduce opacity and to the right to increase opacity.
Blend Mode drop-down menu	Select a Blend Mode from the drop-down menu.

Removing Flaws Using the Rubber Stamp Tool

You can use the Rubber Stamp Tool to erase large flaws in your photos.

To Remove Flaws from a Photo:

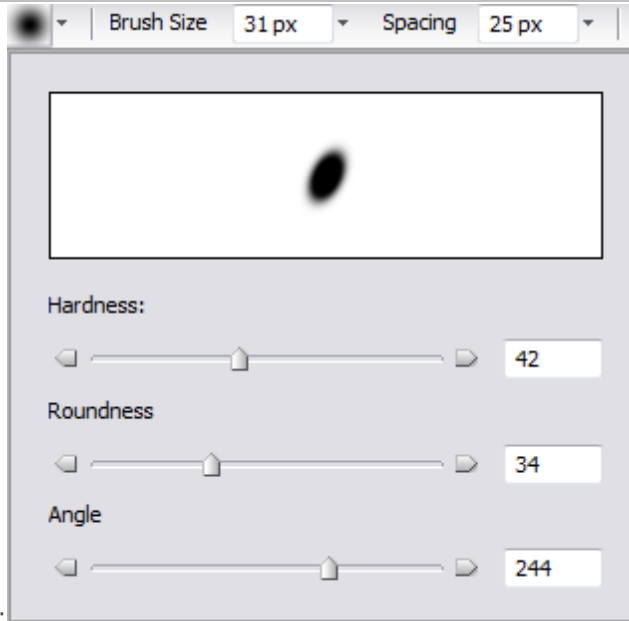
1. Select the **Magnifying Glass Tool** and click to zoom in on the flaw. 



2. In the Fix section of the Toolbar, select the **Rubber Stamp Tool** from the drop-down menu.
3. Press and hold the **Alt** key then click in an area of the photo containing pixels that you would like to copy and paste over the flaw. This is the reference point.
4. In the Properties bar, set the options as described below.
5. Click and drag across the flaw in the photo. You will see a (+) symbol. This is the reference point. As you click and drag, the (+) also moves. The pixels underneath the (+) are copied and pasted over the flaw.
6. Click **Done**.

Rubber Stamp Tool Options

Stamp Style	Select a Stamp Style :
	<ul style="list-style-type: none"> • If you select Clone (Aligned), the tool remembers the distance and angle between the reference point and the next point that you click. You can click anywhere in the photo and the reference point follows your cursor at the original distance and angle. This means that whenever you click, you establish a new reference point. • If you select Clone (Non-Aligned), the tool temporarily remembers the distance and angle between the reference point and the next point that you click. Every time you click in the photo, the distance and angle from the original reference point to the new point is reset, and the reference point follows your cursor at the new distance and angle. This means that you always use the same reference point. • Select Impressionist to smudge pixels to hide the flaw. If you choose Impressionist, you do not have to set a reference point.

**Brush options
drop-down
menu**

Select **Brush Options**:



- Drag the **Hardness** slider to the left to soften the brush or nib and to the right to harden.
- Drag the **Roundness** slider to the left to flatten the brush or nib and to the right to make the brush or nib round.
- If you flattened the brush or nib, you can drag the **Angle** slider to the left and right to change the angle of the brush or nib.

Brush Size	Click the drop-down arrow beside the Brush Size box and drag the slider to the left or right until the brush or nib is the desired size.
Spacing	Click the drop-down arrow beside the Spacing box and drag the slider to the left to create a smooth, continuous stroke and to the right to create a dotted stroke.
Opacity	Click the drop-down arrow beside the Opacity box and drag the slider to the left to reduce opacity and to the right to increase opacity.
Mode	Choose a Mode setting to determine how the brush will interact with the image.
Fade drop-down menu	<p>Select Fade:</p> <ol style="list-style-type: none"> 1. Select Size to create the impression that a stroke is shrinking, as if you are slowly lifting the brush or nib off the work area. 1. Select Opacity to create the impression that a stroke is fading, as if the brush or nib is slowly running out of ink. 1. Select Size and Opacity to create the impression that a stroke is shrinking and fading.
Within	Specifies the percentage of how fast the brush will fade.

Removing Flaws Using the Eraser Tool

You can remove pixels entirely using the Eraser Tool.

To Remove Pixels from a Photo:

1. Select the **Magnifying Glass Tool** and click to zoom in on the flaw. 
2. In the Toolbar, under Create, select the **Eraser Tool**. 
3. In the Properties bar, set the options as described below.
4. Click and drag across the flaw to remove the pixels.
5. The eraser reveals the checkerboard pattern of the work area behind the photo. Removing the pixels reveals the work area.
6. Click **Done**.
7. Use another tool, such as the Rubber Stamp Tool, to replace the pixels.

Eraser Tool Options

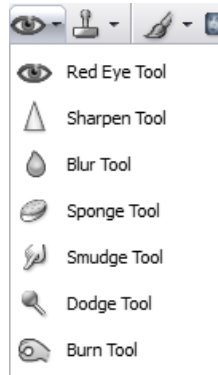
Brush options drop-down menu	Select Brush Options : <ul style="list-style-type: none">• Drag the Hardness slider to the left to soften the brush or nib and to the right to harden.• Drag the Roundness slider to the left to flatten the brush or nib and to the right to make the brush or nib round.• If you flattened the brush or nib, you can drag the Angle slider to the left and right to change the angle of the brush or nib.
Brush Size	Click the drop-down arrow beside the Brush Size box and drag the slider to the left or right until the brush or nib is the desired size.
Spacing	Click the drop-down arrow beside the Spacing box and drag the slider to the left to create a smooth, continuous stroke and to the right to create a dotted stroke.
Opacity	Click the drop-down arrow beside the Opacity box and drag the slider to the left to reduce opacity and to the right to increase opacity.
Fade drop-down menu	From the Fade drop-down, select fade options: <ul style="list-style-type: none">• Select Size to create the impression that a stroke is shrinking, as if you are slowly lifting the brush or nib off the work area.• Select Opacity to create the impression that a stroke is fading, as if the brush or nib is slowly running out of ink.• Select Size and Opacity to create the impression that a stroke is shrinking and fading.
Within	Specifies the percentage of how fast the brush will fade.

Hiding Flaws Using the Smudge Tool

In some cases, you can hide flaws simply by smudging pixels over the flaw. For example, if a person in the photo has an uneven skin tone you can reduce the variations in color by smudging the skin tones.

To Hide Flaws in a Photo:

1. Select the **Magnifying Glass Tool** and click to zoom in on the flaw. 



2. From the Toolbar, under Fix, select the **Smudge Tool**.
4. In the Properties bar, set the options as described below.
8. Click and drag across the flaw in the photo. When you click, the pixels at that point are copied and then blended with the smudge area.
9. Click **Done**.

Smudge Tool Options

Brush options drop-down	<p>Select Brush Options:</p> <ul style="list-style-type: none"> • Drag the Hardness slider to the left to soften the brush or nib and to the right to harden the brush or nib. • Drag the Roundness slider to the left to flatten the brush or nib and to the right to make the brush or nib round. • If you flattened the brush or nib, you can drag the Angle slider to the left and right to change the angle of the brush or nib.
Brush Size	Click the arrow beside the Brush Size box and drag the slider to the left or right until the brush or nib is the desired size.
Spacing	Click the arrow beside the Spacing box and drag the slider to the left to create a smooth, continuous stroke and to the right to create a dotted stroke.
Pressure	Click the arrow beside the Pressure box and drag the slider to the left to reduce pressure and to the right to increase pressure. Changing pressure changes the amount of smudging.
Fade	<p>From the Fade drop-down select fade options:</p> <ul style="list-style-type: none"> • Select Size to create the impression that a stroke is shrinking, as if you are slowly lifting the brush or nib off the work area. • Select Opacity to create the impression that a stroke is fading, as if the brush or nib is slowly running out of ink. • Select Size and Opacity to create the impression that a stroke is shrinking and fading.
Within	Specifies the percentage of how fast the brush will fade.

Correcting Problems Automatically

Automatically Correcting Colors

Sometimes lighting adds unwanted colors to photos. For example, if you take a photo inside under fluorescent lighting, you will notice that your photo has a yellow color cast. If you take a photo outside in warm sunlight, your photo may have an orange color cast. You can use the Auto Color Balance tool to quickly and easily correct the color balance in your photos.

To Automatically Correct Color Balance in a Photo:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Auto | Auto Color Balance** or click the Auto Color Balance icon in the toolbar. 

Automatically Correcting Lighting



When you take a photo, one of the most difficult things to control is the lighting. When there is too much light, some areas of the photo may be overexposed, which means that some pixels in the photo are completely white when they should be a shade of gray or colored. When there is inadequate light, some areas of the photo may be underexposed, which means that some pixels in the photo are completely black when they should be gray or colored. A properly exposed photo has no completely white or completely black pixels.

You can use the Auto Contrast and Auto Levels functions to quickly and easily correct lighting problems in photos.



The Auto Levels tool also affects the appearance of colors in a photo.



To Automatically Correct Lighting:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, do one of the following:
 - Click **Adjustments | Auto | Auto Contrast** or click the Auto Contrast icon in the toolbar.
 - Click **Adjustments | Auto | Auto Levels** or click the Auto Levels icon in the toolbar. 

Automatically Correcting Both Color and Lighting

If you need to correct both color and lighting, use the Auto Fix or Adjusted Smart Fix functions. The Adjusted Smart Fix function is a combination of Auto Levels, Auto Color Balance, and Auto Contrast.

To Automatically Correct Colors and Lighting in Your Photo:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, do one of the following:
 - Click **Adjustments | Auto | Auto Fix** or click the Auto Fix icon in the toolbar. 
 - Click **Adjustments | Light | Adjusted Smart Fix**.

If you use the Adjusted Smart Fix function, you can use the Intensity slider to make precise adjustments to color and lighting. Press **OK**.


Correcting Problems with Lighting

Adjusting Brightness and Contrast

When there is too much light, a photo may be overexposed, which means that some pixels in the photo are completely white when they should be a shade of gray or colored. When there is inadequate light, the photo may be underexposed, which means that some pixels in the photo are completely black when they should be gray or colored.

The Brightness/Contrast function adds and removes light from all pixels in a photo equally. It is a great way to quickly increase or reduce the overall brightness in a photo.

To Adjust the Brightness and Contrast:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Light | Brightness/Contrast**.
3. In the [Editing window](#), on the Settings tab, drag the **Brightness** slider to the left to remove light and to the right to add light.
4. Drag the **Contrast** slider to the left to reduce contrast and to the right to increase. Contrast is the amount of difference between the lightest and darkest pixels in the photo. However, contrast also affects colors. You will want to increase contrast in dull photos and to reduce contrast in bright photos.
5. Press **OK**.


Adjusting Brightness and Darkness with Advanced Lighting

Advanced Lighting gives you ultimate control of the brightness and contrast in an image through the use of sliders. In addition, you can manually adjust the internal curves by clicking and dragging on the image itself.

The Advanced Lighting adjustment's Brightening and Darkening sliders control the shape of the adjustment curves, while their corresponding Amplitude sliders control the height of the curves. The more you brighten or darken, the more you increase the balance of the dark against the light areas in the image. The Amplitude sliders increase the intensity of the effects of brightening or darkening.

The Scale slider defines the variation range of pixels being adjusted. Moving this slider to the left makes the adjustment more sensitive to smaller areas of brightness variation. For most images, however, leaving the slider in the default position gives the best result. You can also adjust the Contrast slider to decrease or increase contrast, or use the Fill Light slider to lighten dark areas of the image.

To Use the Advanced Lighting Adjustment:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Light | Advanced Lighting**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Click **OK** to apply your settings and close the tool. Or click **Cancel** to discard your changes and close the tool.


Advanced Lighting Adjustment Options

Brightening	Drag the Brightening slider to the right to increase the lighting applied to darker areas, or to the left to apply brightening more uniformly to all areas of the image. As you drag, the resulting adjustment is reflected in the preview.
Amplitude (Brightening)	Drag the Amplitude slider to the right to increase the intensity of the Brightening across all areas of the image, which increases the height of the curve, or to the left to reduce the intensity of the Brightening and height of the curve. As you drag, the resulting adjustment is reflected in the preview. If it is set at 100-200, the proportional amount of clipping increases. In most cases, it is not necessary to adjust the Amplitude.
Darkening	Drag the Darkening slider to the right to increase the darkening applied to the brighter areas of the image, or to the left to apply the darkening more uniformly to all areas of the image. As you drag, the resulting adjustment is reflected in the preview.
Amplitude (Darkening)	Drag the Amplitude slider to the right to increase the intensity of the darkening across all areas of the image and increase the height of the bottom curve, or to the left to reduce the intensity of the darkening and the height of the curve. As you drag, the resulting adjustment is reflected in the preview. In most cases it is not necessary to adjust the Amplitude.
Contrast	Drag the Contrast slider to increase or decrease the contrast in the image.
Fill Light	Drag the Fill Light slider to the right to add light to the dark areas of the image.
Scale	Drag the Scale slider to the left to make the tool more sensitive to smaller areas of brightness variation. This allows smaller areas to be adjusted independently. Generally, the default scale of 10 gives the best result, but if an image contains small details that need brightening, a lower scale may give better results.
Auto	Click Auto to allow Photo Editor to apply optimal settings based on the amount of light and dark pixels in the photo.

Custom Curve Adjustment



The Advanced Lighting Adjustment also allows you to manually adjust the curves on the preview of your photo. Adjustments made on the preview are reflected in the Amplitude slider value of the Brightening or Darkening in the Settings tab.

To Adjust the Internal Curves Manually:

1. Click the **Adjust Lighting** tool  in the Settings tab or in the Toolbar located at the top of the Editing window.
2. Move the mouse pointer to a tone level of interest in the Before or After photo.
3. Choose one of the following actions.

Double-click with left mouse button	Automatically sets the Brightening to optimum for that area of the image. This works best with a brighter area, like a face, for example.
Double-click with right mouse button (or SHIFT + double-click with left mouse button)	Automatically sets the Darkening to optimum for that area in the image.
CTRL + double-click with left mouse button	Increases the amount of brightening around that tone level, while decreasing the brightening in the rest of the image. Use this method to quickly brighten a specific subject or area.
CTRL + double-click with right mouse button	Increases the amount of darkening around that tone level, while decreasing the amount of darkening in the rest of the image.
Scroll up or down with the mouse wheel over the image	Increases or decreases the amount of brightening applied at that tone level in the image.
SHIFT + scroll with the mouse wheel over the image	Decreases or increases the amount of darkening applied at that tone level in the image.
Hold down "A" + scrolling or + dragging with the left mouse button	Sets the Amplitude (Brightening) slider directly.
Hold down "A" + SHIFT + scrolling or + dragging with the right mouse button	Sets the Amplitude (Darkening) slider directly.
Click and drag up and down on the image (left mouse button)	Increases or decreases the amount of brightening applied at that tone level in the image.
SHIFT + click and drag up and down on the image (left mouse button)	Decreases or increases the amount of darkening applied at that tone level in the image.

To Exit Custom Curve Adjustment:


1. Select the **Hand** tool  or **Zoom In/Out** tool  from the Toolbar.
2. Deselect the Custom Curve checkboxes under Brightening and/or Darkening.

Adjusting Tone Levels with Basic Lighting

You can use the Basic Lighting tool to adjust tone levels in an image that is too dark or too light, without affecting other areas of the photo. Tone level is the average brightness of a pixel and its surrounding pixels.

You can also simultaneously lighten areas that are too dark, and darken areas that are too bright. For example, a back-lit photo of a person silhouetted against a bright background like the sea, or a window. In fact, most photos taken on a dull day, or with a flash, can be improved in various ways with fine adjustments using the Basic Lighting tool.

To Adjust Lighting in Your Image:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Light | Basic Lighting**.
3. In the [Editing window](#), on the Settings tab, set the lighting options as described below.
4. Press **OK**.


Basic Lighting Options

Shadows	Drag the slider to the right to brighten or to the left to darken shadows.
Midtones	Drag the slider to the right to brighten or to the left to darken midtones.
Highlights	Drag the slider to the right to brighten or to the left to darken highlights.
Auto	Click the Auto button for ACDSee Photo Editor to automatically adjust the lighting in your image.

Manual Lighting Adjustment

You can also adjust lighting directly on an area of the image for greater control.

To Manually Adjust Lighting in Your Image:

1. Click the **Adjust Lighting** tool  in the Settings tab or in the Toolbar located at the top of the Editing window.
2. Do one of the following:
 - Left-click on a shadow to brighten.
 - Right-click on a highlight to darken.

To Exit the Adjust Lighting Tool:


- Select the **Hand** tool  or **Zoom In/Out** tool  from the Toolbar.

Adjusting Brightness with Curves

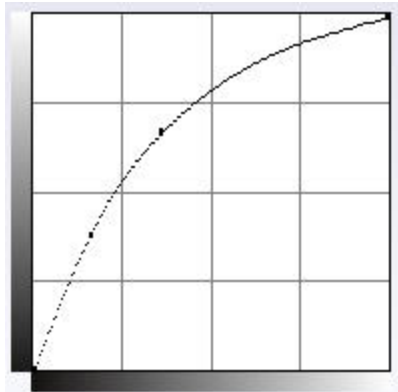
Curves allow you to set the blackpoint, whitepoint, and midpoint using a grid, instead of a histogram. The blackpoint is the bottom left corner of the grid and the whitepoint is the top right corner of the grid. The midpoint is the center of the grid.

With levels, you can control the input values for blackpoint, midpoint, and whitepoint separately from the output values. With curves you control input and output values simultaneously. If you drag the midpoint to the right, the input values will increase. If you drag the midpoint up, the output values will increase. This is because input is measured along the horizontal (left to right) axis in the grid and the output is measured along the vertical (top to bottom) axis in the grid.

To Adjust Brightness Curves:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Light | Curves**.

3. In the [Editing window](#), on the Settings tab, on the graph, click on the line at the **midpoint** and drag up into the top left area of the grid, then down into the bottom right area of the grid. Release the mouse when you are satisfied with the brightness of the photo. You will see a small dot on the line, which is called a **node**. Think of a node as an anchor point in the curve.
4. Click on another point closer to the **blackpoint** or **whitepoint** and drag up, then down. Release the mouse when you are satisfied with the overall tones and contrast in the photo. Again, you will see a small dot on the line.
5. Press **OK**.

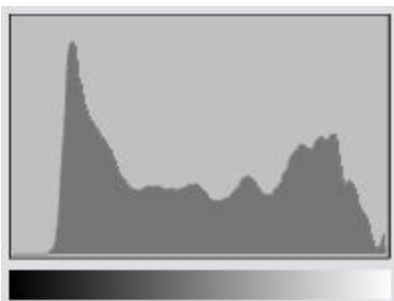


For More Control:

- To view the nodes, press the Node tool.
- If you find you have too many nodes, click the eraser icon and click the nodes that you want to remove from the curve.
- You can also create disjointed curve segments by selecting the pencil icon and clicking and dragging to create a curve segment. Select **Smooth** to connect those disjointed segments to create one continuous curve.

Adjusting Brightness with Levels

Before you start to work with levels, you need to understand histograms. A histogram is like a bar graph. It indicates the number of pixels in a photo that are at each level between completely black (0) to completely white (255). For example, in the histogram below there are no completely black pixels, but there are a lot of dark pixels and some completely white pixels:




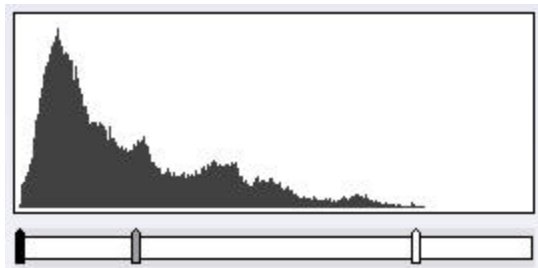
Every photo has a different histogram. There is no perfect or normal histogram. For example, a histogram that shows a concentration of pixels in the darker levels would be normal for a photo of a sunset. A histogram that shows a concentration of pixels in the lighter levels would be normal for a photo of a group wearing white.

The Levels tool gives you control over the blackpoint and whitepoint in the photo. The blackpoint is the point at which pixels are completely black, while the whitepoint is the point at which pixels are completely white. If there are no completely black pixels in a photo, you can set the darkest pixels in the photo as the new blackpoint. Similarly, if there are no completely white pixels in a photo you can set the lightest pixels in the photo as the new whitepoint.

There are two sets of sliders that allow you to identify the new blackpoint and whitepoint. Use the **Input Levels** slider if you want to increase the tonal range and contrast in the photo. Use the **Output Levels** slider if you want to decrease the tonal range and contrast in the photo.

To Adjust Levels:

1. Select the **Selection Tool** and click the photo. 
2. From the Menu bar, click **Adjustments | Light | Levels**.
3. In the [Editing window](#), on the Settings tab, drag the black slider until it is underneath the darkest pixels in the photo. Then, drag the white slider until it is underneath the lightest pixels in the photo.




4. If you are adjusting the Input Levels, drag the **Input Levels** gray slider to the left or right to determine how many levels are above or below the midpoint. Moving the slider to the left increases the number of levels above the midpoint, which makes the photo brighter. Moving the slider to the right increases the number of levels below the midpoint, which makes the photo darker.
5. Press **OK**.

Using the Normalize Histogram

The normalize histogram normalizes, or redistributes, the peaks and valleys between each color.

To Create a Histogram:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Light | Normalize Histogram**.
3. In the [Editing window](#), on the Settings tab, drag the **Percentage** slider to modify the amount of the adjustment.

Correcting Shadows, Highlights, and Colors


You can use the Shadows/Highlights function to correct areas in an image that are too dark or too light, without affecting areas that are already light or dark.

Adding Light to Shadows and Shadows to Highlights

You can use the Shadows/Highlights function to add light to shadows without adding light to existing highlights. This is useful if you have a photo of a person standing against a bright background, and the person is in shadow. It is also useful if you have a photo taken indoors without flash and most areas of the photo are shadowed, or a photo taken at night and some areas of the photo appear to be completely black.

At the same time, you can use the Shadows/Highlights function to add shadows to highlights without adding shadows to existing dark areas. This can be useful if some areas of your photo are overexposed. For example, a photo taken in bright sunlight so that some areas of the photo lack detail or are too bright.

To Add Light to Shadows and Shadows to Highlights:

1. Select the **Selection Tool** and click the photo. 
2. From the Menu bar, click **Adjustments | Light | Shadows/Highlights**.
3. In the [Editing window](#), on the Settings tab, set the options as described in the table below.
4. Press **OK**.


Shadows/Highlights Options

Lighten Shadows	Amount	In the Lighten Shadows area, drag the Amount slider to the left or right to select the amount of light to add to the selected pixels.
	Range	<p>Drag the Range slider to the left or right to select the range of pixels to which you want to add light.</p> <ul style="list-style-type: none"> • Select a lower range if you want to add light to only the darkest areas in the photo. • Select a higher range if you want to add light to most of the dark areas and some lighter areas in the photo.
Darken Highlights	Amount	Drag the Amount slider to the left or right to select the amount of shadow to add to the selected pixels.
	Range	<p>Drag the Range slider to the left or right to select the range of pixels to which you want to add shadows.</p> <ul style="list-style-type: none"> • Select a lower range if you want to add shadows to only the brightest areas in the photo. • Select a higher range if you want to add shadows to most of the bright areas in the photo and some of the darker areas.

Adding Color to Pale Areas of a Photo

You can also use the Shadows/Highlights function to add color to a photo. This is useful if the colors in the photo are pale because of inadequate or excessive light. For example, you may want to add color to a photo if the sky is too pale. You can also add color to a photo to make the photo more dramatic. For example, you may want to add color to a photo of a sunset to make the colors of the sunset more vibrant.

To Add Color to Pale Areas of an Image:

1. Select the **Selection Tool** and click the photo. 
2. From the Menu bar, click **Adjustments | Light | Shadows/Highlights**.

3. In the [Editing window](#), in the **Color Boost** area, drag the slider to the left or right to add or remove color from the photo.
4. Press **OK**.

Tips for Adjusting the Shadows and Highlights in Your Photos:

You can make a photo look unnatural if you add too much light to shadows or too many shadows to highlights. For example, if you have a close-up photo of a person's face there will be shadows on the person's face. If you eliminate too many of those shadows, the person's face will look flat. Therefore, it is advisable to leave natural shadows and highlights in your photos.

The shadows and highlights in your photo will look more natural if you drag the **Range** slider to the right to select a greater range of pixels to change. For example, if you add light to only the darkest areas in the photo, you reduce the overall contrast in the photo.



Adjusting Brightness by Dodging and Burning

In a traditional darkroom, photos are created by shining light through film onto light-sensitive paper for a period of time. That period of time determines the lightness and darkness of the photo. If the paper is exposed to light for a shorter period of time, the photo is lighter. If the paper is exposed to light for a longer period of time, the photo is darker.

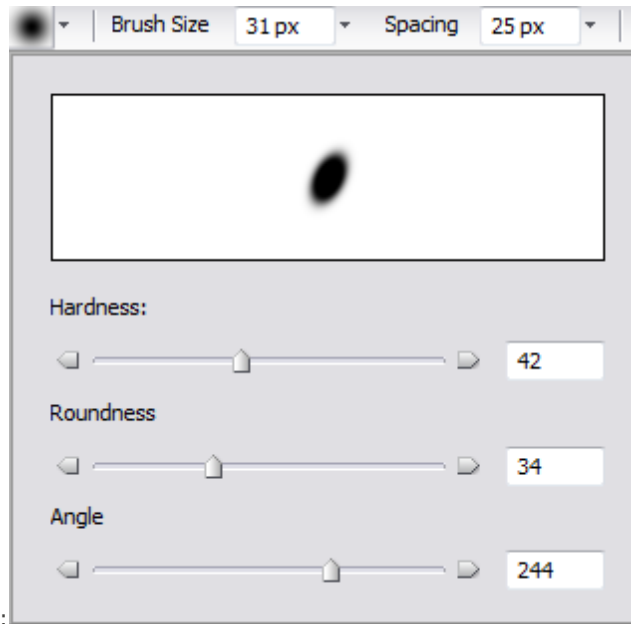
However, some parts of a photo may be much darker or much lighter than other areas of the photo. Photographers in a traditional darkroom could lighten and darken these areas by reducing or increasing the time that the areas were exposed to light. They did this by moving their hands or another object above the light-sensitive paper, effectively blocking light to some areas of the photo (dodging), while allowing light to other areas of the photo (burning).

You can do the same thing with digital photographs. You can use the Dodge Tool to lighten dark areas of a photo and the Burn Tool to brighten dark areas of a photo.

To Dodge and Burn a Photo:

1. In the Toolbar, under Fix, select the **Dodge Tool**  or the **Burn Tool**  from the drop-down menu .
2. In the Properties bar, set the Dodge and Burn options as described in the table below.
3. Click and drag across a specific area of the photo.
4. Click **Done**.

Dodge and Burn Options

Brush Options

Select brush options:

- In the Properties bar, click the **Brush Options** icon.
- Drag the **Hardness** slider to the left to soften the brush or nib and to the right to harden.
- Drag the **Roundness** slider to the left to flatten the brush or nib and to the right to make the brush or nib round.
- If you flattened the brush or nib, you can drag the **Angle** slider to the left and right to change the angle of the brush or nib.



Brush Size	Click the drop-down arrow beside the Brush Size box and drag the slider to the left or right until the brush or nib is the desired size.
Spacing	Click the drop-down arrow beside the Spacing box and drag the slider to the left to create a smooth, continuous stroke and to the right to create a dotted stroke.
Exposure	Click the arrow beside the Exposure box and drag the slider to the left to reduce the amount of light that is blocked and to the right to increase the amount of light that is blocked
Mode	<p>From the Mode drop-down, select Shadows, Midtones, or Highlights.</p> <ul style="list-style-type: none"> • If you selected the Dodge Tool, select Shadows to add the least amount of light to the photo, Midtones to add a medium amount of light to the photo, and Highlights to add the most amount of light to the photo. • If you selected the Burn Tool, select Shadows to add the least amount of darkness to the photo, Midtones to add a medium amount of darkness to the photo, and Highlights to add the most amount of darkness to the photo.
Fade	<p>Select fade options:</p> <ul style="list-style-type: none"> • Select Size to create the impression that a stroke is shrinking, as if you are slowly lifting the brush or nib off the work area. • Select Opacity to create the impression that a stroke is fading, as if the brush or nib is slowly running out of ink. • Select Size and Opacity to create the impression that a stroke is shrinking and fading.

Correcting Problems with Color

Removing Color Cast

Color casts are unwanted hues in a photo. (Hues are gradations of a specific color.) Color casts are often caused by artificial light sources, such as fluorescent lights. You can use the **Remove Color Cast** function to remove unwanted hues from your photos.


To Remove a Color Cast from a Photo:

1. Select the **Selection Tool** and click the photo. 
2. From the Menu bar, click **Adjustments | Color | Remove Color Cast**.
3. In the [Editing window](#), on the Settings tab, click the picker,  then click an area in the photo that should be white, black, or gray.
4. Drag the **Intensity** slider to the right to remove more of the unwanted hue, and drag the slider to the left to remove less of the hue.
5. Press **OK**.

Adjusting Color

The Advanced Color tool gives you the ability to subtly fine-tune and enhance colors, or completely change individual colors in an image. If you have an image with a yellow car, you can use the Saturation tab to saturate the yellow, or use the Brightness tab to brighten the yellow. In the Hue tab, you can change the color of the car from yellow to pink.

To Adjust Color:


1. Click the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Color | Advanced Color**.
3. In the [Editing window](#), on the Settings tab, select either Saturation, Brightness or Hue from the drop-down menu and adjust each according to the options described in the table below.
4. Do one of the following:
 - Click **OK** to apply your changes.
 - Click **Reset** to clear your changes and reset to the default settings.
 - Click **Cancel** to discard all changes and close the tool.

Advanced Color Options

To adjust each color individually	Adjust each color individually by dragging the sliders right for more intensity, or left for less intensity. You can also enter a number into the fields for precise adjustments.
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To adjust specific colors within the image

Select a precise color to adjust by doing the following:

- Click the **Adjust color** tool  at the bottom of the Settings tab or in the Toolbar located at the top of the Editing window.
- Move the mouse over a color of interest in the Before or After photo.
- Left- or right-click on the color and drag up or down to alter. The affected color sliders automatically adjust as you move your cursor. This works under Saturation, Brightness and Hue.

Vibrance

Drag the slider to adjust the vibrance of the image without affecting skin tones.

Saturation

Drag the slider to adjust the saturation of the image.


To Exit the Adjust Color Tool:

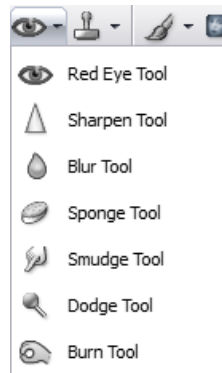
- Select the **Hand** tool  or **Zoom In/Out** tool  from the Toolbar.

Removing Red Eye

Red eye is caused by light reflecting off the interior surface of the eye, which produces a red glare.

To Remove Red Eye:

1. Click the **Magnifying Glass Tool** and click on the photo until you have zoomed in on one eye. 




2. In the Toolbar, under Fix, click the **Red Eye Tool**.
3. In the Properties bar, set the **Opacity** to the hue of black that you want to apply to the black area of the eye.
4. Set the **Tolerance** to the number of pixels that you want to change. A lower tolerance reduces the number of pixels that you will change.
5. Click the red areas of the eye. Avoid clicking in light or colored areas.
6. Zoom out occasionally to see how the photo looks at normal resolution.

Making Photos Warmer or Cooler

Colors have a temperature that can be measured in degrees on the Kelvin scale. Colors with a low temperature have a red or yellow hue, while colors with a high temperature have a blue hue. You can use the Temperature/Tint function to increase or decrease the color temperatures in your photo. Increasing color temperature adds warmth to a photo, while decreasing color temperature adds coolness to a photo. Use the Tint control to add shades of green or magenta after selecting the Temperature.

To Make a Photo Warmer or Cooler:


1. Select the **Selection Tool**, then click the photo. 
2. In the Menu bar, select **Adjustments | Color | Temperature/Tint**.
3. In the [Editing window](#), on the Settings tab, drag the **Temperature (K)** slider to the right to increase temperature or to the left to decrease. Alternately, type a temperature into the box beside the slider.
4. Drag the **Tint** slider to the right to add magenta hues to the photo and to the left to add green hues to the photo.
5. Press **OK**.

Adjusting Hue, Saturation, and Lightness

Hues are gradations of a specific color. You can play with hues to achieve special effects, but you normally do not want to change the hues in your photos.

Saturation is a measurement of the purity of a color. Many photographers increase saturation to make dull photos more vibrant. Unfortunately, increasing saturation can distort the colors in the photo. Increasing saturation can also remove fine details and shading in photos. If you do increase saturation, make sure the colors in the photo look natural and that you do not eliminate details.


To Adjust Hue, Saturation, and Lightness:

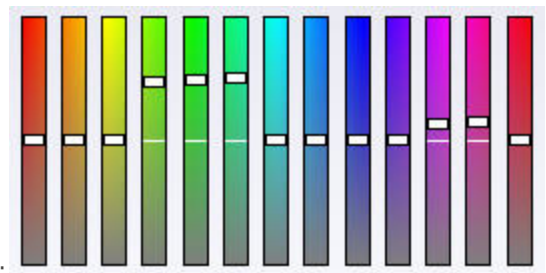
1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Color | Hue/Saturation**.
3. In the [Editing window](#), on the Settings tab, drag the **Hue**, **Saturation**, and **Lightness** sliders to the left and right until you are satisfied with the colors and lighting in the photo.
4. Press **OK**.

Adjusting the Saturation of Specific Hues

You can use the Color Equalization function to increase or decrease the saturation of specific hues. This is useful if you want to make a specific hue very vibrant without affecting other hues in the image.

To Adjust the Saturation of Specific Hues:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Color | Color Equalization**.



3. In the [Editing window](#), on the Settings tab, do one of the following:

- Drag a slider up to increase the saturation or down to decrease the saturation of a specific hue.
- Click the **Saturate** button to increase the saturation of all hues.
- Click the **Desaturate** button to decrease the saturation of all hues.

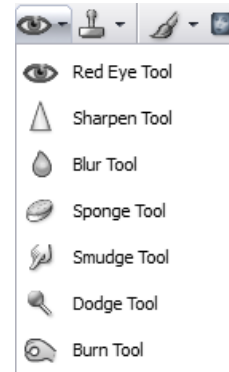
4. Press **OK**.

Adjusting Saturation in Specific Areas of a Photo

The Hue/Saturation and Color Equalization functions adjust saturation throughout a photo. You can also adjust the saturation in a specific area of the photo with the Sponge Tool.

To Adjust Saturation in a Specific Area of a Photo:

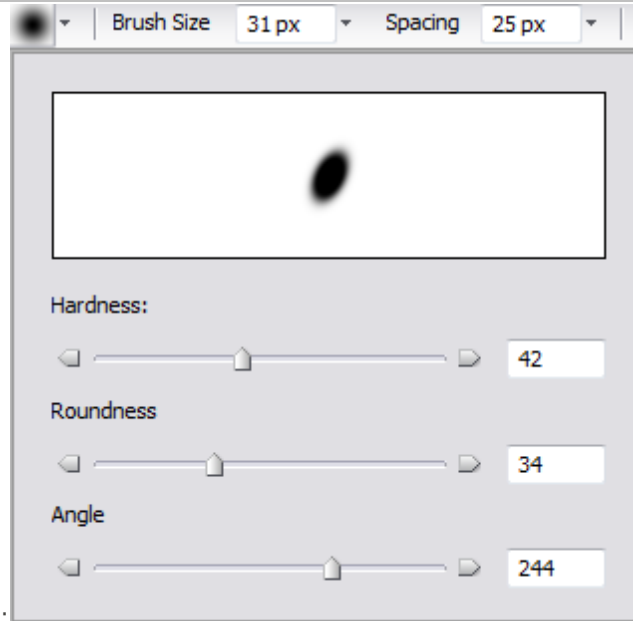
1. From the Toolbar, select the **Magnifying Glass Tool** and click to zoom in on the flaw. 



2. In the Fix section of the Toolbar, select the **Sponge Tool** from the Tool drop-down menu.
3. In the Properties bar, set the options as described below.
4. Click and drag across the image.
5. Click **Done** in the Properties bar.

Sponge Tool Options

Brush Options



Select brush options:

- In the Properties bar, click the Brush Options icon.
- Drag the **Hardness** slider to the left to soften the brush or nib and to the right to harden.
- Drag the **Roundness** slider to the left to flatten the brush or nib and to the right to make the brush or nib round.
- If you flattened the brush or nib, you can drag the **Angle** slider to the left and right to change the angle.

Brush Size

Click the drop-down arrow beside the **Brush Size** box and drag the slider to the left or right until the brush or nib is the desired size.

Spacing

Click the arrow beside the **Spacing** box and drag the slider to the left to create a smooth, continuous stroke and to the right to create a dotted stroke.

Pressure

Click the arrow beside the **Pressure** box and drag the slider to the left to reduce pressure and to the right to increase pressure. Changing pressure changes the amount of smudging.

Mode

From the **Mode** drop-down select a blend mode:

- Saturate
- Desaturate

Fade


From the Fade drop-down, select fade options:

- Select **Size** to create the impression that a stroke is shrinking, as if you are slowly lifting the brush or nib off the work area.
- Select **Pressure** to create the impression that a stroke is fading, as if the brush or nib is slowly running out of ink.
- Select **Size and Pressure** to create the impression that a stroke is shrinking and fading.

Adjusting Color Balance

Color balance is the overall range of colors or hues in a photo. You can use the Color Balance function to change hues in the entire photo, or in only the shadows, midtones, and highlights of a photo.


To Adjust Color Balance:

1. Click the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Color | Color Balance**.
3. In the [Editing window](#), from the **Apply To** drop-down on the lower right of the Settings tab, select **Entire Image**, **Shadows**, **Midtones**, or **Highlights**. Select **Entire Image** if you want to change hues in the entire photo. Select **Shadows**, **Midtones**, or **Highlights** if you want to change hues in any one of those specific tonal ranges.
4. Drag the **Red**, **Green**, or **Blue** sliders to the right to shift colors in the photo to that hue.
5. Press **OK**.

Adjusting Colors by Applying a Filter

You can adjust the colors in an image by applying a filter in Photo Editor.

To Adjust Colors by Applying a Filter:

1. Select the **Selection Tool** and click the photo. 
2. From the Menu bar, click **Adjustments | Color | Fill**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.

Fill Options

Contents

Color

Click the **Color Picker** and select a color from the Colors dialog box, then click **OK**.

You can also choose from the pre-set options available in the Color drop-down menu.



Blending

Opacity

Drag the **Opacity** slider to the left to reduce opacity and make the filter more transparent. Drag the slider to the right to increase opacity and make the filter less transparent.


Transfer Mode

From the Transfer Mode drop-down menu, select a blend mode. The blend mode controls how the colors in the photo are adjusted by the color of the filter.

Using the Histogram Palette

You can use the histogram palette to analyze the brightness of pixels in a photo or the number of pixels in the red, green, and blue color channels.

To Display the Histogram Palette:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, do one of the following:
 - Click **View | Histogram Palette**.
 - Click **Window | Palettes | Histogram Palette**.

To Display Different Histograms:

With the Histogram Palette open, select a histogram from the **Channel** drop-down:

- The **Luminosity** histogram indicates the lightness of pixels in a photo from completely black to completely white.
- The **RGB** and **Colors** histograms indicate the number of pixels in a photo that are a shade of red, green, and blue.
- The **Red**, **Green**, and **Blue** histograms indicate both the number of pixels in the photo that are a shade of red, green, or blue and the brightness of those pixels.

Correcting Problems with Sharpness

Sharpening a Blurry Photo


There are four functions that you can use to sharpen a blurry photo.

The Sharpen function makes subjects in a photo appear sharper by increasing the color difference between adjacent pixels throughout the photo. The Custom Sharpen function works like the Sharpen tool, but you control how much the color changes between adjacent pixels in the photo.


The Sharpen Edges function makes subjects in a photo appear sharper by detecting edges, then increasing the color difference between adjacent pixels. The Unsharp Mask function also detects edges, but you can control how many pixels around the edge are sharpened and you can choose to sharpen pixels based on brightness levels.

You can also use these functions to reveal details in a photo. For example, if you take a photo of a building that has a textured exterior, you can reveal more details in the exterior using the sharpening tools.

To Sharpen a Photo Using the Sharpen Function:

1. Select the **Selection Tool** and click the photo. 
2. From the Menu bar, click **Adjustments | Sharpen | Sharpen**.


To Sharpen a Photo Using the Custom Sharpen Function:

1. Select the **Selection Tool** and click the photo. 
2. From the Menu bar, click **Adjustments | Sharpen | Custom Sharpen**.
3. In the [Editing window](#), on the Settings tab, drag the **Level** slider to the left to reduce sharpness and to the right to increase.
4. Press **OK**.

To Sharpen a Photo Using the Sharpen Edges Function:

1. Select the **Selection Tool** and click the photo. 
2. From the Menu bar, click **Adjustments | Sharpen | Sharpen Edges**.
3. In the [Editing window](#), on the Settings tab, drag the **Level of sharpness** slider to the left to reduce sharpness and to the right to increase.
4. Press **OK**.

To Sharpen a Photo Using the Unsharp Mask Function:

1. Select the **Selection Tool** and click the photo. 
2. From the Menu bar, click **Adjustments | Sharpen | Unsharp Mask**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.

Unsharp Mask Options

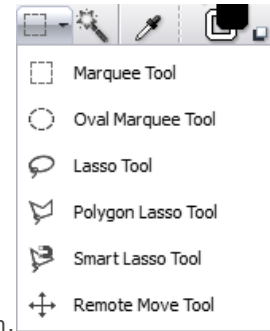
Contrast Level	Drag the Contrast Level slider to the left to reduce the intensity of the sharpening and to the right to increase the intensity of sharpening.
Radius	Drag the Radius slider to the left to reduce the blur radius and to the right to increase the blur radius.
Threshold	Drag the Threshold slider to the left or right to select which pixels will be sharpened based on brightness level. The Threshold slider specifies how different the lightness values of two adjacent pixels must be before they are sharpened. Higher values increase the required difference. It is recommended that you set the threshold so that it enhances edges while keeping background noise to a minimum.

Reducing Noise in Photos

Noise looks like random colored pixels in your photo. If you capture a photo in low light or increase the ISO setting on your camera to take an action photo, you will probably notice noise in the photo. You can use the **Despeckle**, **Dust and Scratches**, and **Reduce Noise** functions to reduce noise in your photo while preserving details that you want to retain.

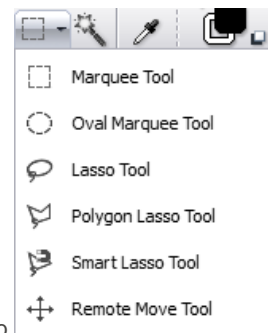
The Despeckle function reduces noise by blending pixels with the lightness values of neighboring pixels to achieve a blurred look. The Dust and Scratches function reduces noise by replacing a pixel's value with a median value to achieve a blurred look. The Reduce Noise function reduces graininess and incorrectly colored pixels.

To Remove Noise from a Photo Using the Despeckle Function:



1. On the Toolbar, under Select, choose a tool to select the noisy area of the photo with.
2. In the Menu bar, click **Adjustments | Noise | Despeckle**.
3. In the [Editing window](#), on the Settings tab, drag the **Threshold** slider to the left or right to indicate how different the brightness values of two adjacent pixels must be in order to be blurred. A lower threshold reduces the number of pixels that will be blurred, while a higher threshold increases the number of pixels.
4. Press **OK**.

To Remove Noise from a Photo Using the Dust and Scratches Function:



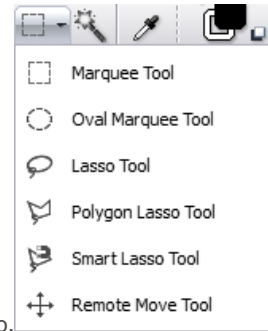
1. On the Toolbar, under Select, choose a tool to select the noisy area of the photo.
2. In the Menu bar, click **Adjustments | Noise | Dust and Scratches**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.

Dust and Scratches Options

Drag the **Radius** slider to the left to reduce the blur radius and to the right to increase the blur radius.

Drag the **Threshold** slider to the left to reduce the number of pixels that will be blurred and to the right to increase the number of pixels that will be blurred.

To Remove Noise from a Photo Using the Reduce Noise Function:



1. On the Toolbar, under Select, choose a tool to select the noisy area of the photo.
2. In the Menu bar, click **Adjustments | Noise | Reduce Noise**.
3. In the [Editing window](#), on the Settings tab, set the options as described below.
4. Press **OK**.

Reduce Noise Options

Drag the **Radius** slider to the left to reduce the blur radius and to the right to increase the blur radius.


Drag the **Threshold** slider to the left to reduce the number of pixels that will be blurred and to the right to increase the number of pixels that will be blurred.

Drag the **Color Noise Reduction** slider to the right to remove color noise from the image.

Hiding Imperfections by Adding Noise

Sometimes noise can improve a photo. When you add noise to a photo, it looks slightly grainy, which can hide small imperfections.



To Add Noise to a Photo:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Noise | Add Noise**.
3. In the [Editing window](#), on the Settings tab, drag the **Intensity** slider to the left and right until you are satisfied with the amount of noise in the photo.
4. Select **Gaussian** to add more noise to darker and lighter colors and **Uniform** to add noise randomly across a range of colors.
5. Select the **Monochromatic** checkbox to add noise that is just one color or hue.
6. Press **OK**.

Hiding Imperfections by Blurring

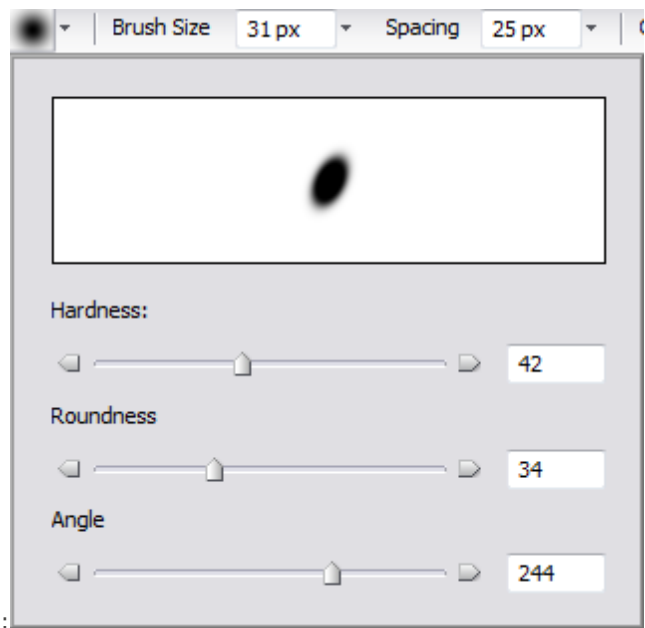
You can hide imperfections in specific areas of an image by blurring.

To Blur an Area of a Photo:

1. From the Toolbar, select the **Magnifying Glass Tool** and click to zoom in on the flaw. 
2. In the Toolbar, under the Fix section, select the **Blur Tool** from the drop-down menu. 
3. In the Properties bar, set the options as described below.
4. Click and drag across the flaw in the photo. When you click, the contrast is reduced between pixels in that area.
5. Click **Done**.

Blur Options

Brush Options
drop-down menu



Select **Brush Options**:

- Drag the **Hardness** slider to the left to soften the brush or nib and to the right to harden the brush or nib.
- Drag the **Roundness** slider to the left to flatten the brush or nib and to the right to make the brush or nib round.
- If you flattened the brush or nib, you can drag the **Angle** slider to the left and right to change the angle of the brush or nib.

Brush Size	Click the arrow beside the Brush Size box and drag the slider to the left or right until the brush or nib is the desired size.
Spacing	Click the arrow beside the Spacing box and drag the slider to the left to create a smooth, continuous stroke and to the right to create a dotted stroke.
Pressure	Click the arrow beside the Pressure box and drag the slider to the left to reduce pressure and to the right to increase pressure. Changing pressure changes the amount of blurring
Mode	Choose a Mode setting to determine how the brush will interact with the image.

Fade drop-down menu

From the **Fade** drop-down, select fade options:

- Select **Size** to create the impression that a stroke is shrinking, as if you are slowly lifting the brush or nib off the work area.
- Select **Pressure** to create the impression that a stroke is fading, as if the brush or nib is slowly running out of ink.
- Select **Size and Pressure** to create the impression that a stroke is shrinking and fading.

Within


Specifies the percentage of how fast the brush will fade.

Changing Photo Colors

Applying a Sepia Effect

You can make a photo look old by changing it from full color to sepia, the brown tint that very old photos take on over time.

To Make a Photo Look Old:

1. Select the **Selection Tool** and click the photo. 
2. In the Menu bar, click **Adjustments | Color | Sepia**.
3. In the [Editing window](#), on the Settings tab, adjust the **Age** slider to determine how much sepia to add to the photo.
4. Press **OK**.

You can make a photo look older by changing it from full color to sepia and then creating a vignette with the Vignette Tool.


Changing an Image to Black and White

There are two ways to make a photo look black and white.


You can use the Gray Scale tool, which desaturates the colors in the photo until they are a shade of black. The Gray Scale tool does not affect the brightness of the pixels, which maintains the natural shadows and highlights in the photo.

You can also use the Threshold tool to make pixels in a photo either black or white. The Threshold tool compares each pixel's brightness value to a threshold value that you set. It changes brighter pixels to white and darker pixels to black. The threshold setting is based on a scale of brightness values from 0 (black) to 255 (white).

To Make a Photo Look Black and White Using the Gray Scale Tool:

1. Select the **Selection Tool** and click the photo. 
2. From the Menu bar, click **Adjustments | Color | Gray Scale**.

To Make a Photo Look Black and White Using the Threshold Tool:


1. Select the **Selection Tool** and double-click the photo. 
2. From the Menu bar, click **Adjustments | Light | Threshold**.

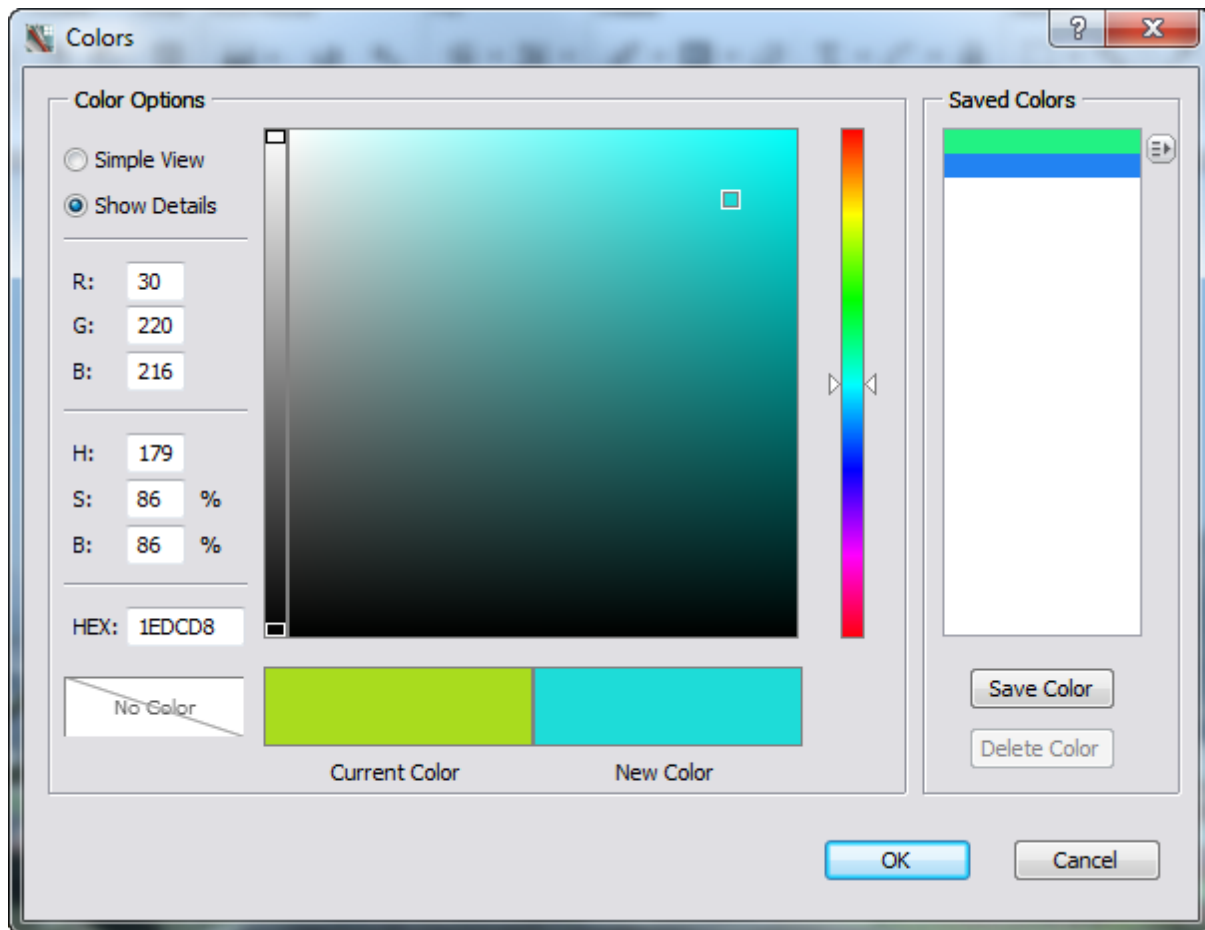
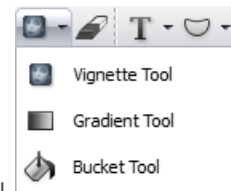
3. In the [Editing window](#), on the Settings tab, drag the **Threshold** slider to the left to make more pixels white and to the right to make more pixels black.
4. Press **OK**.

Pouring Paint onto a Photo

Use the Bucket Tool to pour paint onto an image.

To Pour Paint onto a Photo:

1. In the Toolbar, under Create, click the **Bucket Tool**  from the drop-down menu.
2. Click the foreground color in the Color Picker.
3. Select the paint color from the Colors dialog box.



4. In the Properties bar, click the drop-down arrow beside the **Opacity** box and drag the slider to the left to reduce opacity or to the right to increase.
5. In the Properties bar, from the **Mode** drop-down, select a blending option.
6. In the Properties bar, click the drop-down arrow beside the **Tolerance** box and drag the slider to the left to reduce the number of pixels affected and to the right to increase.
7. Click on a color in the photo that you want to replace with the new color. The paint is poured over pixels with the same or similar color.

Sharing Your Work

Printing Photos and Images

It is very easy to print your images from Photo Editor, and there are useful printing options that can help you save paper as well.

To Quickly Print a Photo or Image:

1. Open the photo or image.
2. In the Menu bar, click **File | Print**.
3. In the Print dialog box, on the **Printer Setup** tab, you will see the default printer in the **Name** drop-down. If you want to use a different printer, select it from the drop-down.
4. Under Copies, type the number of copies that you want to print in the field.
5. Click **OK**.

To Change Paper Size, Orientation, Margins, and More Before You Print:


1. Click the **Print Options** tab.
 - To print to a different paper size, select a new paper size from the **Size** drop-down. Also, define where the paper is coming from from the **Source** drop-down menu. (It is likely that the default settings are fine for your purposes.)
 - To change the paper orientation, select **Portrait** or **Landscape** under Orientation.
 - To increase or decrease margins, type new margin settings in the **Left, Right, Top, Bottom** boxes under Margins.
 - To change the printed size of the photo or image, choose a new size from the **Image print size** drop-down. For example, your photo may be a non-standard print size. You can use this option to scale the photo to a standard print size. Select **Fit to paper** to increase the size of the photo or image until it fits the page.
 - If you want to center the photo or image on the paper, check the **Center on paper** checkbox.
 - If you want to print more than one copy of the photo or image per page, select the number of copies from the **Prints per page** drop-down.
 - If you want to print crop marks around the photo or image, select **Crop marks**.
 - If you want to print the file name at the bottom of the page, select **File name**.
 - If you want to label the page, select **Label** and type a label into the text box.
2. Click **OK**.

Editing EXIF and IPTC Metadata

Many cameras record EXIF (Exchangeable Image File Format) information in photos. This information includes the camera make and model, the date and time the photo was taken, and camera settings, such as orientation, exposure time, and ISO speed. You can add and edit EXIF information.

If you plan to sell or widely distribute your photos, you should consider editing the IPTC (International Press Telecommunications Council) information of your photos. This information includes captions, keywords, and photographer credits, and would have been added in a photo management application, like ACDSee.

To Display the Image Information Palette:

- Click the **Selection Tool** and click the photo. 
- Click **View | Image Information**.
- Click **Window | Palettes | Image Information**.

To Edit EXIF Information:

1. In the Image Information Palette, click the **EXIF** tab.
2. Expand the **Camera**, **Image**, and **Miscellaneous** sections.
3. If you see a pencil icon beside a field, you can click in the field and add or edit the information in that field.

To Edit IPTC Information:

1. In the Image Information Palette, click the **IPTC** tab.
2. Expand the **Caption**, **Keywords**, and **Credit** sections.
3. If you see a pencil icon beside a field, you can click in the field and add or edit the information in that field.

Creating Images for the Web

For saving graphics in GIF, JPEG, and PNG formats (the standard Web image formats), use the Save to Web window.

You will see a few familiar tools in the preview window, such as:

- Hand Tool
- Magnifying Glass Tool and Zoom drop-down slider
- Actual Size, Fit to Screen

To Export an Image for the Web:

1. Choose **File | Save to Web**. The Save To Web preview window opens.
2. From the Settings drop-down menu, select **JPEG**, **GIF**, or **PNG** as the export format. If choosing **GIF** or **PNG**, set their options as described below.
3. Under New Size, set a new **Width** and **Height** if you want to change the image size. When the **Proportional** checkbox is checked, the other setting is updated when you click it.
4. Click **Apply**.
5. Click **Save**.

File Export Options

GIF Export Settings

Palette	<p>A palette is a set of colors used in an image. To be saved in GIF format, an image can contain no more than 256 colors. If the image contains more colors, the original colors are mapped to the colors in the palette that you choose.</p> <ul style="list-style-type: none"> • Adaptive: creates a palette that tries to match all the colors in the image as close as possible. This option is the best for preserving the original color range of an image. • Web Safe: uses a standard color palette supported by major Web browsers. The range of colors in the Web palette, however, can cause color shifts in images with many shades of a few colors. • Grayscale: In Grayscale, pixels use 256 brightness levels to represent a range of shades from pure black to pure white. Grayscale uses 8 bits per pixel and requires less memory than most color modes.
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PNG Export Settings

Color Depth	Color Depth refers to the range of colors that an image contains. Select either 32 or 8. If 8 is selected, the Palette option is enabled.
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Palette	<p>A palette is a set of colors used in an image.</p> <ul style="list-style-type: none"> • Adaptive: creates a palette that tries to match all the colors in the image as close as possible. This option is the best for preserving the original color range of an image. • Web Safe: uses a standard color palette supported by major Web browsers. The range of colors in the Web palette, however, can cause color shifts in images with many shades of a few colors. • Grayscale: In Grayscale, pixels use 256 brightness levels to represent a range of shades from pure black to pure white. Grayscale uses 8 bits per pixel and requires less memory than most color modes.
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Customizing the Work Area

Setting General Preferences

Like many other applications, you can set general program preferences in Photo Editor. These preferences include options for saving backup files, preferred file locations, the brush cursor for painting tools, resizing methods, and more.

To Set General Preferences:

1. In the Menu bar, click **Edit | Preferences**.
2. In the Preferences dialog box, from the menu on the left, select **Image Editing**.
3. Set the Image Editing options as described below.
4. Click **OK**.

Image Editing Options

Brush Pointer	Select a Brush Pointer: <ul style="list-style-type: none"> • Standard: Displays the icon for the current painting tool when editing an image. • Precise: Displays a crosshair pointer when editing an image. The intersection of the crosshairs is the center of the current brush. • Brush Size: Displays an outline of the current brush as the pointer when editing an image.
Image Resizing Interpolation	From Image Resizing Interpolation, select a resizing method: <ul style="list-style-type: none"> • Box: Displays considerable tiling or jaggies when you resize an image. • Triangle: Produces good results for image reduction and enlargement, but displays sharp transition lines. • Bicubic: Produces good results with photo-realistic images and with images that are irregular or complex. Uses interpolation to minimize the raggedness normally associated with image expansion. • Bell: Smooths the image. • B-spline: Produces smooth transitions, but may cause excessive blurring. • Lanczos: Produces the sharpest images, but may also introduce some ringing artifacts. • Mitchell: Produces smooth transitions when enlarging photo-realistic images. This filter is a good compromise between the ringing effect of Lanczos and the blurring effect of other filters.
Color Calibration	Click Color Calibration and select Enable Color Management , if you want to manage the color spaces between different devices, such as a scanner, camera, monitor, and printer. Click OK when you are finished.

To Set File Location Preferences:

1. From the menu on the left, click **File Locations**.
2. Under Default Folder, click **Browse** to select the directory where you want Photo Editor to save photo and image files. By default, all files are saved to C:\Documents and Settings\<username>\My Documents.
3. Under Save Backup Files, select the **Save backup files** checkbox if you want Photo Editor to create backups of your photo and image files.
4. Click **OK**.

To Reset Preferences to the Default Settings:

1. In the Menu bar, click **Edit | Preferences**.
2. On the left side of the Preferences dialog box, click **Reset to Defaults**.
3. Click **OK**.

Using Rulers, Guides, and Grids

You can use rulers, guides, and grids to align photos and objects in an image.

Displaying Rulers, Guides, and Grids

Click **View** and select either **Ruler**, **Guides**, or **Grid** then select **On**.

Defining Ruler Units

To change the ruler measurement units:

1. Click **File | Define Work Area**.
2. In the Define Work Area dialog box, select a different measurement unit from the drop-down to the right of the **Width** and **Height** boxes. For example, select **inches** to change the ruler unit to inches.
3. Click **OK**.

You can also change the ruler measurement unit by selecting an option from the **Units** drop-down in the Properties bar.

Adding Guides to the Work Area

Guides are blue horizontal and vertical lines that you can drag into the work area to help you align objects and photos.

To Add a Guide to the Work Area by Clicking and Dragging:

Click on a ruler and drag into the work area.

To Add a Guide to the Work Area Using a Menu Option:

1. Select **View | Guides | Add Guide**.
2. In the Add Guide dialog box, set the orientation by selecting **Horizontal Guide** or **Vertical Guide**.
3. Type an exact guide position in the text box.
4. Click **OK**.

To Position a Guide Exactly:

1. Double-click a guide.
2. Type an exact guide position in the text box.
3. Click **OK**.

To Remove a Guide from the Work Area:

Click and drag the guide back to its ruler.

Changing Grid Settings

You can easily change grid spacing and color.

To Change Grid Settings:

1. Click **View | Grid | Settings**.
2. In the Grid Settings dialog box, type a number into the **Spacing** field to determine the distance between grids. For example, if you are using inches as your ruler unit, type 1 into the text box to establish a grid every 1 inch.
3. Click the Color Picker and select the grid color.
4. Click **OK**.

Snapping to Guides and Grids

If you display guides and grids, you can use the snap option to force photos and objects to align to the nearest guide or grid. This ensures that your photos and objects are always precisely aligned with guides and grids.

To Snap to Guides and Grids:

Click **View** and select either **Guides** or **Grid**, then select **Snap**.

Changing Work Area Background, Size, and Resolution

When you create a work area, you are prompted to choose several settings, such as the work area background, size, and resolution. You can change these settings at any time.

To Change the Work Area Background Color:

1. In the Menu bar, click **File | Define Work Area**.
2. On the Define Work Area dialog box, from the **Background** drop-down on the bottom left, select a color. Select **White**, **Black**, or **Custom** if you want the work area to have a colored background. Select **Transparent** if you want the work area to have a transparent background. For **Custom**, click the Color Picker box to the right of the drop-down, select a color from the dialog, then click **OK**.
3. Click **OK**.

To Change the Work Area Size:

1. In the Menu bar, click **File | Define Work Area**.
2. In the Define Work Area dialog box, under New Size, from the **Size** drop-down, select one of the default work area sizes and either a **Portrait** or **Landscape** orientation. If desired, use the **Width** and **Height** fields to create a custom work area size.
3. If you want to resize the photos and objects in the work area, select **Resize Objects** and then select a **Resizing Method** from the drop-down menu:
 - **Box**: Displays considerable tiling or jaggies when you resize an image.
 - **Triangle**: Produces good results for photo reduction and enlargement, but displays sharp transition lines.
 - **Bicubic**: Produces good results with photo-realistic images and with images that are irregular or complex. Uses interpolation to minimize the raggedness normally associated with image expansion.
 - **Bell**: Smooths the image.
 - **B-spline**: Produces smooth transitions, but may cause excessive blurring.

- **Lanczos**: Produces the sharpest images, but may also introduce some ringing artifacts.
 - **Mitchell**: Produces smooth transitions when enlarging photo-realistic images. This filter is a good compromise between the ringing effect of Lanczos and the blurring effect of other filters.
4. If you do not want to resize the objects in the work area, select **Don't Resize Objects**, then select an anchor point. The anchor point determines the location of the un-resized photos and objects in the resized work area.
 5. Click **OK**.

To Change the Work Area Resolution:

1. In the Menu bar, click **File | Define Work Area**.
2. In the Define Work Area dialog box, from the **Resolution** drop-down, select the resolution of the work area. Remember, resolution is the number of pixels per inch and that higher resolutions result in larger file sizes.
3. Click **OK**.

Keyboard Shortcuts

You can use keyboard shortcuts for many of the tasks that you perform to help increase your efficiency.

Menu	Shortcut
File New	Ctrl + N
File Open	Ctrl + O
File Close	Ctrl + W
File Close All	Ctrl + Shift + W
File Save	Ctrl + S
File Save As	Ctrl + Shift + S
File Revert	F12
File Print	Ctrl + P
File Print Options	Ctrl + Shift + P
File Exit	Ctrl + Q
Edit Undo	Ctrl + Z
Edit Redo	Ctrl + Shift + Z
Edit Again	Ctrl + Alt + Z
Edit Cut	Ctrl + X
Edit Copy	Ctrl + C
Edit Paste	Ctrl + V
Edit Delete	Delete
Edit Duplicate	Ctrl + D
Edit Select All Objects	Ctrl + A
Edit Invert Selection	Ctrl + Shift + I
Edit Deselect All Objects	Ctrl + Shift + D
Edit Preferences	Ctrl + K

View How-Tos Palette	Ctrl + Shift + F
View Object Palette	Ctrl + Shift + O
View Adjustments Palette	Ctrl + Shift + A
View Histogram Palette	Ctrl + Shift + H
View Image Basket	Ctrl + Shift + 5
View Docking Area	Ctrl + Shift + 7
View Zoom In	Num +
View Zoom Out	Num -
View Actual Size	Ctrl + Alt + O
View Fit To Screen	Ctrl + O
View Fit To Selection	Ctrl + Shift + O
View Grid Visible	Ctrl + '
View Guides Visible	Ctrl + ;
View Rulers Visible	F11
View Refresh	F5
Object Lock	Ctrl + L
Object Unlock	Ctrl + Shift + L
Object Group	Ctrl + G
Object Ungroup	Ctrl + U
Object Arrange Bring to Front	Ctrl + Shift +]
Object Arrange Bring to Back	Ctrl + Shift + [
Object Arrange Shuffle up	Ctrl +]
Object Arrange Shuffle down	Ctrl + [
Object Move	Ctrl + M
Object Rotate/Flip/Resize Custom Rotate	Ctrl + R
Object Rotate/Flip/Resize Resize	F8
Image Selection Invert	Ctrl + Shift + I

