Corel **TUTOR**™

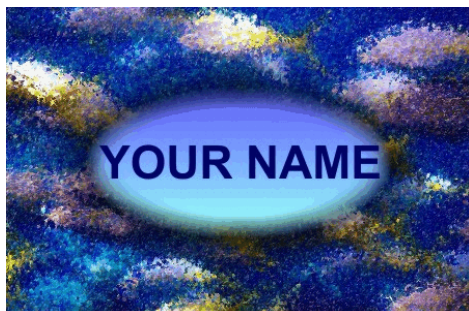CorelDRAW®10   Corel PHOTO-PAINT®10   CorelR.A.V.E™1.0

Workspace Tour

Welcome to Corel PHOTO-PAINT® 10, a powerful tool for editing photos and creating bitmapped images.

What you will learn

In this tutorial, you will take a tour of the Corel PHOTO-PAINT 10 workspace, as you create a nameplate. You will draw and edit images and add text and special effects to them. In the process, you'll be using the following workspace components:

- menu bar

- toolbox

- flyouts

- property bar

- Docker windows

- online Help

This is the nameplate you will create:

The menu bar

You will use the menu bar to open a photograph from the CorelDRAW® 10 CD collection and use it as a background. Corel PHOTO-PAINT 10 gives you the flexibility and power to work with photo images the same way you would work with a drawing.
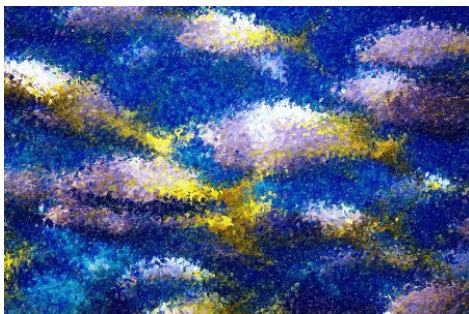
Open an image

1. Insert CorelDRAW CD, Disc 3, into the CD drive.

2. Click **File** menu ▸ **Open**.

3. From the **Look in** list box in the **Open an image** dialog box, choose the CD drive into which you inserted the CorelDRAW CD.

4. Click **Open**.

5. In the file folder list for the CD drive, double-click **Photos**, **Ocean**, and the filename **634029.wi**.

6. A message displays, warning you that the file is read-only. Click **OK**.

*The menu bar lets you execute commands from menus. For example, you can open the **File** menu by clicking on **File**. Then you can scroll down the menu and click on the option you want. You can use menu commands to create and edit images, to customize your workspace, or to get help with the application.*

Edit the background

1. On the menu bar, click the **Effects** menu ▸ **Art strokes** ▸ **Impressionist** to apply that effect to the background.

2. Click **OK**.
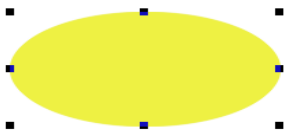
    This is what the background should look like:
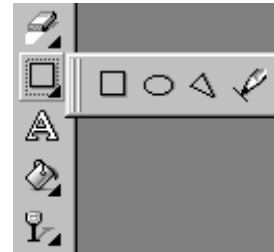
The toolbox

The toolbox gives you access to the tools used most often in the application. You will use the **Ellipse** tool to draw an ellipse, and then you'll use the **Object picker** tool to resize the ellipse.

1. Open the **Rectangle tool** flyout, and click the **Ellipse** tool.

2. In the image window, drag sideways and downward to draw an ellipse.

3. In the toolbox, click the **Object picker** tool .

   Now the ellipse is selected and enclosed in eight selection handles.

Flyouts expand sideways from a tool in the toolbox to give you access to related tools. In the toolbox, only tools with a black arrow, which is positioned diagonally in the bottom-right corner of the tool button, display flyouts. To see a flyout, click the arrow. You can also click elsewhere on the tool button and hold down the mouse button until the flyout displays.
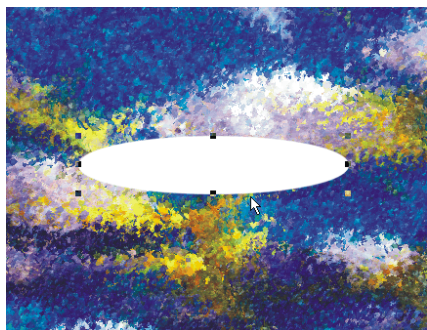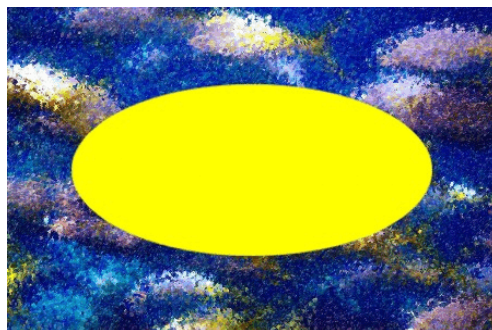
4. Holding down **SHIFT**, drag the top selection handle up to resize the ellipse. The **SHIFT** key lets you resize objects symmetrically from the center.

5. Repeat step 4 with any side selection handle to adjust the width of the ellipse.

*When you click the **Ellipse** tool on the flyout, the **Ellipse** tool displays in the toolbox, replacing the **Rectangle** tool. You can still access the **Rectangle** tool from the flyout. Note that the **Ellipse** tool button appears pressed, which means you are now working with this tool. The button remains pressed until you click a different tool.*
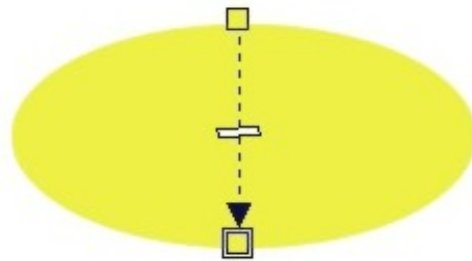
Before resizing   *After resizing*

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Toolbars

Toolbars contain groups of buttons related to a specific tool or task. Now you will change the color of the ellipse by using a fill tool. While you're working with the fill tool, you will use the **Mask/object** toolbar to control the transparency of the ellipse.

Apply a fill

1. If you don't see the **Mask/object** toolbar on the screen, click **Window** menu ▸ **Toolbars** ▸ **Mask/object**.

2. Open the **Fill tool** flyout , and click the **Interactive fill** tool .

3. On the **Mask/object** toolbar, click the **Object transparency** button . This will let you apply the fill only to the object and keep the background unchanged.

4. Drag the **Interactive fill** tool from the top center to the bottom center of the ellipse.
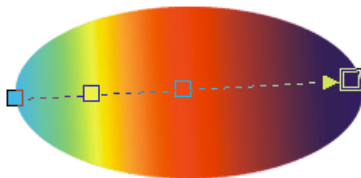
*The **Interactive fill** tool allows you to apply more than one color to an object. You will choose the colors later.*
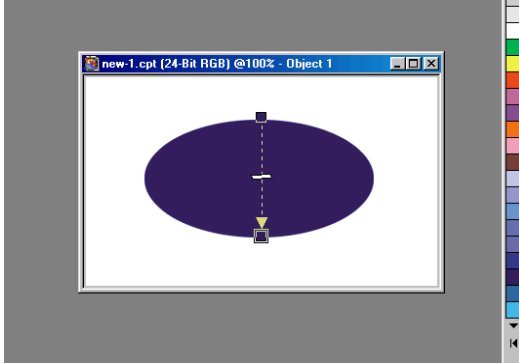
Change the colors of the fill

Now you will change the colors of the ellipse. The **Interactive fill** tool allows you to drag a color swatch directly to one of the color nodes.

A black arrow pointer indicates that the swatch is in position; you can release the mouse button.

You can have more than two color nodes, and you can combine more than two colors. Drag a color swatch anywhere along the gradient arrow to create a color node.

1. Drag the electric blue color swatch from the color palette to the top color node.

2. Drag the ice blue color swatch to the bottom color node.

3. In the toolbox, click the **Object picker** tool.

4. Click **Object** menu ▶ **Feather**.

5. In the **Feather** dialog box, click **OK** to feather the edges of the ellipse.

*Color nodes are solid color squares that mark the beginning and the end of the gradient arrow you created with the **Interactive fill** tool. The **Midpoint** slider controls where the two colors intersect along the arrow.*

Feather - Definition
Feathering is gradually blending the pixels between the edges of an object and the background to produce a softer edge.

The property bar

You can edit the properties of objects and editable areas by using the property bar. The property bar is context-sensitive. As you choose different tools, the property bar displays properties appropriate for each tool.

Now you will use the **Text** tool and the property bar to add text to the ellipse.

1. In the toolbox, click the **Text** tool.

2. On the property bar, choose **Arial** from the **Font** list box.

3. In the **Font size** list box, type **76**.

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4.   On the property bar, click the **Bold** button .

5.   On the color palette, click the deep navy blue color swatch.

6.   Click in the ellipse, and type your name in capital letters.

7.   In the toolbox, click on the **Object picker** tool to select the text as an object.

8.   Hold down **SHIFT**, and click the ellipse.
       The **SHIFT** key lets you select more than one object.

9.   Press **ENTER** to set the font size.

10.   Click **Object** menu ▸ **Arrange** ▸ **Align and distribute**.

11.   In the **Align and distribute** dialog box, enable the **To center of document** option.

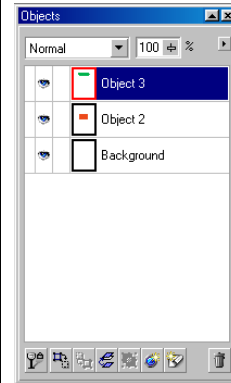12.   Click **OK** to center the ellipse and the text.

Docker windows

Docker windows provide information about the current status of the image you are working on. They also let you change the properties of the tools currently in use. Docker windows are convenient because you can keep them open while you work, as well as move them anywhere on the screen.

Now, both the text and the ellipse are selected. You will use the **Objects** Docker window to deselect them, and then you'll select only the ellipse, making it the active object. Then, you'll be able to add a drop shadow to make the ellipse stand out from the background.

You can use the **Objects** Docker window to view the status of all objects in the image. Clicking an object in the **Objects** Docker window selects that object in the image you're working on.

1. If you don't see the **Objects** Docker window, click **Window** menu ▸**Dockers** ▸**Objects**.

2. In the **Objects** Docker window, click **Background** to deselect the objects.

3. In the **Objects** Docker window, click **Object 1** to select the ellipse.

4. In the toolbox, click the **Dropshadow** tool ▢ .

5. From the **Dropshadow presets** list box on the property bar, choose **Large glow**.

Object Docker window

Online Help

Corel PHOTO-PAINT 10 offers comprehensive online Help to assist you with any task you want to accomplish in the application.

Now you will use online Help to save your nameplate project.

1. In the toolbox, click the **Object picker** tool.

2. Click **Help** menu ▸**Help topics**.

3. Click the **Index** tab.

4. In the box, type **saving**.

5. From the topics list, choose **Images**.

6. Click **Display**.

7. Follow the instructions about how to save an image with a new filename. If you want to print the instructions, click **Print** in the **Help** window.

8. Click the **Close** button ✕ to close the **Help** window.

From here . . .

This tutorial introduced you to the Corel PHOTO-PAINT 10 workspace and basic tools. You can continue to explore the application on your own, or you can choose another tutorial to create a different project and learn about other tools.