

Photo Express™

version 3.0

User Guide

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Welcome to Photo Express!

Welcome to Photo Express, the ultimate tool for creating cool photos and projects that you can share with family and friends. With Photo Express, you have the power to take ordinary, everyday pictures and turn them into unique expressions of your creativity. The guided workflow and intuitive interface make it easy and fun to create impressive greeting cards, calendars, posters, and even animated web pages in just a few minutes!



What's new in this version

This version of Photo Express contains many new and unique features designed to make photo editing more fun and intuitive than ever. Some of these features include:

Multimedia capabilities *Album* mode not only lets you organize photographs and images, but sound and video files as well. When getting files from a disk, Photo Express lets you specify the media type for the files. Catch a quick preview of individual files simply by clicking on a thumbnail.



Improved interface Photo Express is now faster and easier to use, allowing you to organize and edit images and projects with greater convenience and efficiency. New *Guide Tips* unfurl to walk you through the basics of a function.



Web Studio A brand new section has been added, allowing you to create albums and slide shows that you can post to your web site or send to friends by e-mail.

More features for imaging fun This version includes new and exciting photo editing features, allowing you to create impressive images and projects instantly.

- New editing tools let you paint textures on your photos, replace colors in a snap, quickly trace complex image areas, automatically fine-tune images, and much more.
- New printing options give you more fun ways to share your photos and projects. Print your creations onto T-shirt transfer material, or simply print a variety of selected photos on a single page.



Getting started

To install Photo Express:

- 1 Place the Photo Express CD into your CD-ROM drive.
- 2 When the Setup screen appears, follow the instructions to install Photo Express onto your computer.



Note: If the Setup screen doesn't appear after loading the CD, then you can manually start it by double-clicking the My Computer icon on your desktop, then double-clicking the icon for the CD-ROM drive. When the CD-ROM window opens, double-click the Setup icon.



After you have installed Photo Express, please take a moment to register online. Just point your web browser to the Ulead web site (<http://www.ulead.com>). Becoming a registered user entitles you to product updates, free downloads, and technical support should you have any problems with the Photo Express program. When you run Photo Express, make sure you switch to 800x600, 1024x768 resolution or higher, and HiColor (15/16 bit) or True Color (24 bit) mode.



To run Photo Express:

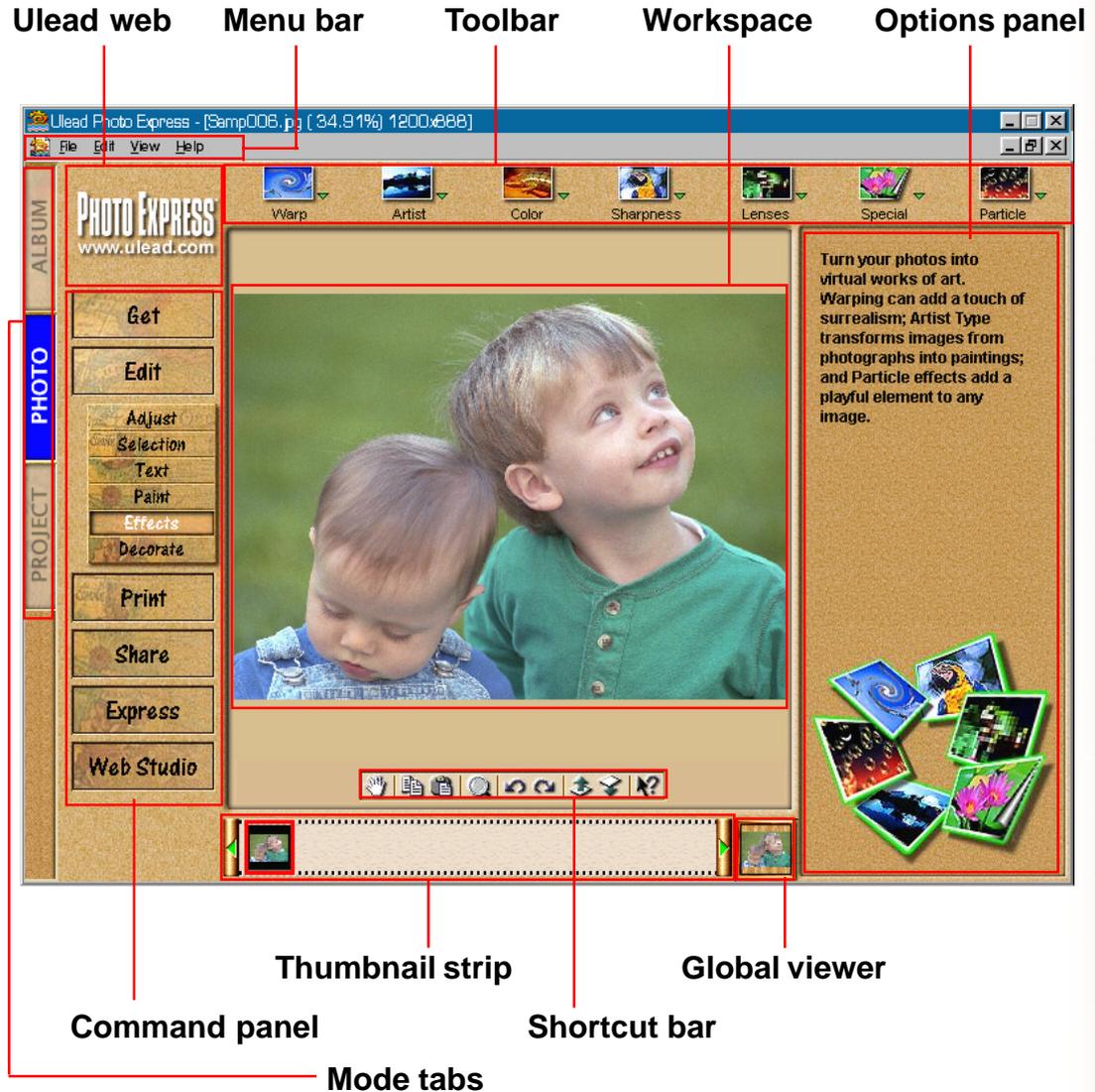
- Double-click the Photo Express icon on your Windows desktop.
- Or select the Photo Express icon from the Ulead Photo Express 3.0 program group on the Windows Start menu.



Remember, if you get really stuck while running Photo Express, you can always use the Help button found on the Shortcut bar. Simply click the button and when your mouse cursor changes, click on the option or tool you don't understand.

Overview

All editing and creating in Photo Express is done from a single screen. Below is a guide to all of the main elements of the program window.





The **Mode tabs** switch Photo Express between Album mode, Photo mode, and Project mode. *Album mode* is used to organize and sort your photographs, multimedia files, and projects. *Photo mode* is where the majority of your work is done, while the *Project mode* lets you make greeting cards, name cards, and other fun things based on templates.



The **Command panel** lists all of the available categories in Photo Express necessary for getting the most out of your creativity. Each category contains a specific set of tools depending on the mode you are in.



The **Workspace** is where you actually view and edit your images and projects.



The **Shortcut bar** makes available to you all the most commonly used menu commands. These commands vary depending on the current Command panel category and tool being used.



At the lower right of the workspace for **Guide Tips** that walk you through the basics of a function. After you've become familiar with the program, turn them off by selecting *File: Preferences* from the menu bar.



The **Toolbar** contains all of the tools you need to edit your photos. Each group of tools is divided into categories – when you select a new category, the tools on the Toolbar change accordingly. Categories can be selected from the Command panel.



The **Options panel** shows you all the different possibilities and tools available for any given function. This is where you can specify brush attributes, customize settings, and much more.



New **Footsteps** appear on the bottom left of some panels, allowing you to easily move from one step to the other in some functions.



Look for **Hints** that give you more detailed tips on how to use certain features when you move the mouse over them.



The **Thumbnail strip** lists all the images you currently have open.



The **Global viewer**, just right of the Thumbnail strip, lets you conveniently navigate around your images and projects after you've zoomed in on them.

Album mode

Album is the starting point in Photo Express. This is where you put your photos, media files, and project files into the actual program, and then organize them into convenient ‘books’, giving you access to these files directly from Photo Express. These books contain thumbnails of all the images, as well as links and information to said images. Use **photo albums** to store image and media files, and use **project albums** to store project files (*.tpx).

Organizing photos

The **Organize** command category allows you to create new albums, or simply reorganize images, media files, and projects in the existing albums.

To create a new album:

- 1 Select **Organize** from the Command panel, then click the **New Album** button on the Toolbar. The **New Album** options appear in the Options panel.
- 2 In the Options panel, select a type of album you want to create, then enter the name of the album, as well as labels for the topic fields that you want to create for each file (these will appear when you want to view information about a specific image). If you are making a *project album*, you can also select a ‘cover’ image for your album.
- 3 Click **Apply**. Blank placeholders appear in the workspace. You are now ready to put images into your album. To do this, see the section *Getting photos and media files* (pages 11-12).



Tip: To quickly access Album commands, click on an album icon in the Options panel to open it, then right-click it to access a variety of useful options.



Album type:
 Photo album
 Project album

Album name:
Human Interest

Field 1: Title Field 2: Subject
Field 3: Author Field 4: Catalog

Description:
Images to warm the cockles of your heart in the coldness of modern society.

Apply Close



To view thumbnails:

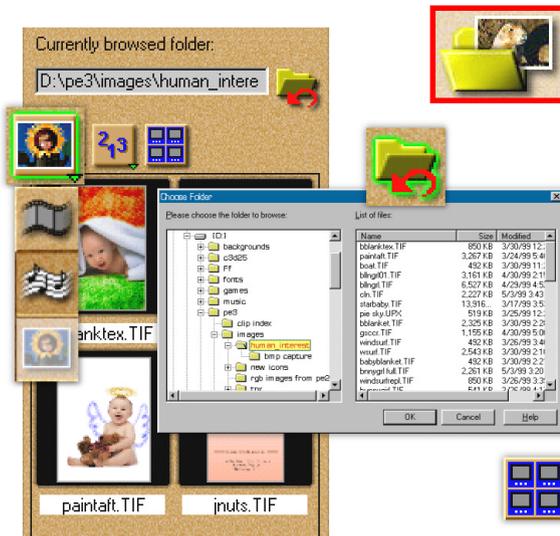
- 1 Open an album by clicking on an album icon in the Options panel.
- 2 On the Shortcut bar, click a **Thumbnail size** button to view one, four, or 16 thumbnails at a time. Viewing a single photo allows you to see detailed information about it.



Tip: To edit or enter information about an image, right-click on the thumbnail and select **Properties** from the menu. A dialog box appears in which you can enter information.

Getting photos and media files

The **Get** command category gives you access to a variety of image sources and media files. Here is where you start to collect individual images or groups of images to put into your albums.



To add new files to an album:

- 1 Use the **Organize** command to open an existing album or create a new album.
- 2 Click **Get** on the Command panel, then select the **File** icon.
- 3 Click the **Media** button to select the type of files you want to organize. Only files of that type will be displayed in the thumbnail window of the Options panel.
- 4 Click the **File** icon to browse folders for files. When they appear in the Options panel, click the **Select All** button, or select images individually by holding down the Ctrl key as you click them.
- 5 Click the **Insert** button to add the selected files to the current album.

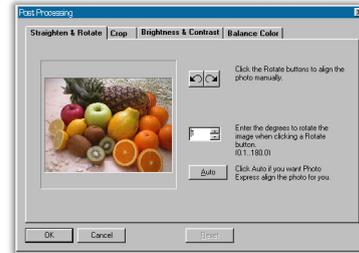
To get photos from a digital camera:

- 1 Click the **Camera** icon. The Options panel changes to display a list of sources.
- 2 Select your digital camera from the list.
- 3 In the *File name* box, enter a file name for your captured image. If you are downloading multiple images, then each image is prefixed by the file name you specified and followed by a sequential number (i.e. 0001, 0002, etc.).
- 4 When you're ready, click the **Acquire** button.

A vertical dialog box with a corkboard background. At the top, it says "Select data source:" followed by a dropdown menu. Below that is a checked checkbox labeled "Apply post processing". Further down, there is a "File name:" label and a text input field containing "Pict". Below that is a "File type:" label and a dropdown menu set to "TIF (Tagged Image File Format)". At the bottom, there is a "Change device type" button with a camera icon, and two buttons labeled "Acquire" and "Close".

Tips:

- Use similar procedures for getting images from a scanner.
- Select the **Apply post processing** option to open the **Post-Processing Wizard**. This automatically helps you correct common capture or scanning errors in alignment, color, and others.



To capture frames from a video source:

- 1 Click the **Video** button on the Toolbar and select a source from the *Import module* options.



Note: You must have the appropriate drivers and a capture card installed on your machine before this can work. For more on how to use your capture card and drivers, please refer to the accompanying documentation.

- 2 Define the file type you want to save each captured frame as, and enter a file name.
- 3 Once you've set your capture options, click **Import**.

A vertical dialog box with a corkboard background. At the top, it says "Import module:". Below that is a list box containing "Import" and "Video Capture". Below the list box, there is a "File name:" label and a text input field containing "Pict". Below that is a "File type:" label and a dropdown menu set to "TIF (Tagged Image File Format)". At the bottom, there are two buttons labeled "Import" and "Close".

Photo mode

Once you've organized your images, you're ready to edit the photos themselves, prepare them for projects, add special effects, or just touch them up. You do this in **Photo** mode, which has a large selection of tools for doing just that (see *Editing your photos* for details). After editing photos, you can begin working in the **Project** mode.

To open images into the workspace, use one of the following methods:

- In **Album** mode, select an album from the *Album* list, or click on an album icon in the Options panel, then double-click on a thumbnail. The image opens in the workspace, and Photo Express switches to **Photo** mode.
- In **Photo** mode, choose **Get** from the Command panel, then select a source for your images. To get photos from an album, click the *Album* icon on the Toolbar, then double-click on a thumbnail. You can also select the album, then click **Open**. To get photos from other sources, see the section *Getting photos and media files* (pages 11-12).
- If you already have some images open, double-click on a thumbnail in the Thumbnail strip to switch to it in the workspace.



To zoom in and out on photos:

- 1 Click the **Zoom** icon on the Shortcut bar.
- 2 Left-click on the photo to zoom in. You can continuously zoom as long as you hold down the mouse button. Right-click to zoom out.



Tips:

- To target a specific area, click on the photo and drag to form a selection box. Then release the mouse button to zoom into the selected area.
- To move around in the image after zooming in, click on the **Global viewer** next to the **Thumbnail strip**, then move the viewing box to the desired area of the image. The area visible in the workspace will automatically display the same area.

Project mode

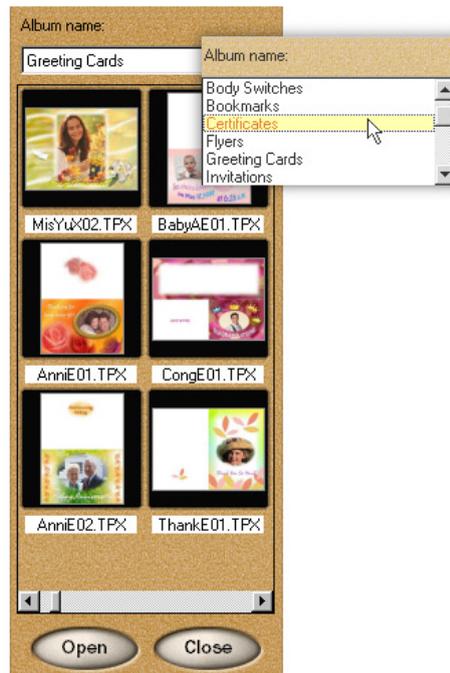
The **Project** mode gives you a focused environment in which to create custom greeting cards, calendars, invitations, and much more by providing you with a large range of templates. While in Project mode, you can only open template files, but you can add image files of any type to your templates in order to customize them.

To open projects into the workspace:

- 1 Click the **Project** tab. Photo Express then switches over to **Project** mode, which contains slightly different options and commands from Photo mode.
- 2 Click the **Project Album** icon on the Toolbar, then select an album from the Options panel. You can also get templates from files in your disk by clicking on the **File** icon.
- 3 Double-click on a template, or select it and then click **Open**. The template opens into the workspace.



Tip: You can create your own custom templates in **Photo** and **Project** modes. All you need to do is set your template up (i.e. add text objects and artwork) and then save it as a *.tpx file. This file can then be opened in **Project** mode and saved to one of the many Project albums or added to a custom album.



Working with templates

Photo Express' unique templates can be edited and customized to suit your own needs. Templates consist of many components, usually a combination of text and photos plus a decoration or two. These components are called **objects**. Text and image objects can be easily moved or replaced. You can also add objects to templates instead of replacing them.



To replace objects in a template:

- 1 Click on the part of the template that you want to replace. A button will appear on the lower edge of the image.
- 2 Click the button and a menu pops up next to the image. Select *Replace From Album*. (Other sources may be selected as well.)
- 3 In the Options panel, select an album, then click on a thumbnail of the image you want. Select *Replace* under *Action*, then click **Apply**. The image you just selected will replace the one in the template.
- 4 After inserting the image into the template, you can adjust its position by dragging it at its center. You can resize the image to fit the template by dragging on the control handles framing it.



Tips:

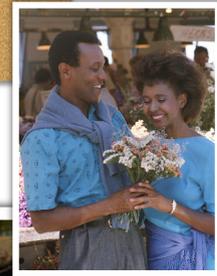
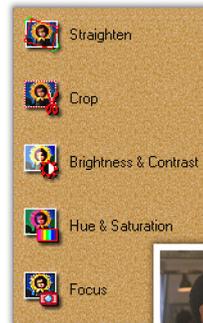
- You can also use the **Insert** function in the Command panel to replace images.
- Text objects can be replaced or edited in a similar way. Simply click on a text object, then click the button that appears along the bottom of the object. The Options panel then displays options for inserting text.

Adjusting and retouching photos

Images will often need some adjustments, especially if you've retrieved them from a digital camera or scanner. Not all images are aligned perfectly, or maybe the color is not what you wanted. The **Photo** mode provides you with convenient automatic enhancement controls, as well as a range of tools for further refining your photos.

To automatically enhance your photo:

- 1 In **Photo** mode, click the **Auto Enhance** icon in the **Edit: Adjust** category. The Options panel then displays aspects that can be automatically controlled in the image.
- 2 Click the icons for the aspects that you want to improve in the photo. Photo Express will automatically find the optimal settings for these aspects and immediately effect the changes as you click the icons.



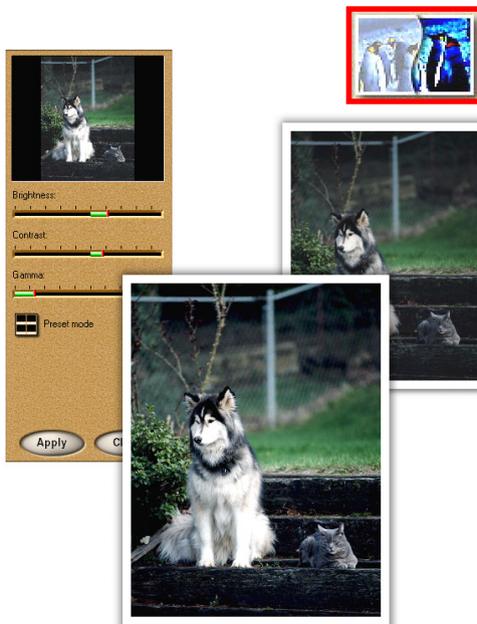
Tips:

- After your photo has gone through automatic adjustments and there are still aspects that you want to further refine, use the more advanced features in the **Edit: Adjust** category. The following pages will focus on some of these tools.
- You can undo editing adjustments up to 10 levels. Simply select **Edit** from the Menu bar, choose **Undo** from the menu, then go back to the step that you want to undo. To undo the previous step, you can either press **Ctrl + Z** or click the **Undo** button on the Shortcut bar. You can also right-click on the image and choose **Undo** from the menu that pops up.



To adjust the focus on a photo:

- 1 Click the **Focus** icon in the **Edit: Adjust** category. The **Focus** options appear in the Options panel.
- 2 Select a **Focus** preset by double-clicking a thumbnail or dragging it to the photo. Or click the *Advanced mode* button to make your own adjustments.
- 3 In *Advanced mode*, adjust the *Level* and *Range* sliders. The Preview window at the top of the Options panel will show the effect of the adjustments as you make them.
- 4 When you have finished making adjustments, click **Apply**.



To adjust the lighting in a photo:

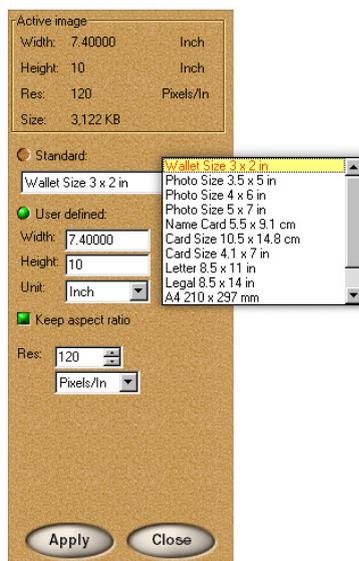
- 1 Click the **Lighting** icon in the **Edit: Adjust** category. The **Lighting** options appear in the Options panel.
- 2 Select a **Lighting** preset by double-clicking a thumbnail or dragging it to the photo. Or click the *Advanced mode* button to make your own adjustments.
- 3 In *Advanced mode*, adjust sliders for *Brightness*, *Contrast*, and *Gamma*. Check the Preview window in the Options panel to see the effect of your adjustments as you make them.
- 4 After you're done adjusting, click **Apply**.

To resize your photo:

- 1 Click the **Resize** button in the **Edit: Adjust** category.
- 2 Select a size from the *Standard* drop-down menu, or enter custom dimensions in the *User defined* option.
- 3 Select the *Keep aspect ratio* button to prevent the image from stretching unnaturally.
- 4 Define the image's *Resolution*. This determines how the image prints on paper - lower resolution uses less and larger pixels to generate the image, while higher resolution uses more and finer pixels.
- 5 Click **Apply** to resize the photo.



Tip: You can also resize a photo in the **Adjust: Transform** category by dragging the control handles along the sides as well as the upper left and lower right corners.



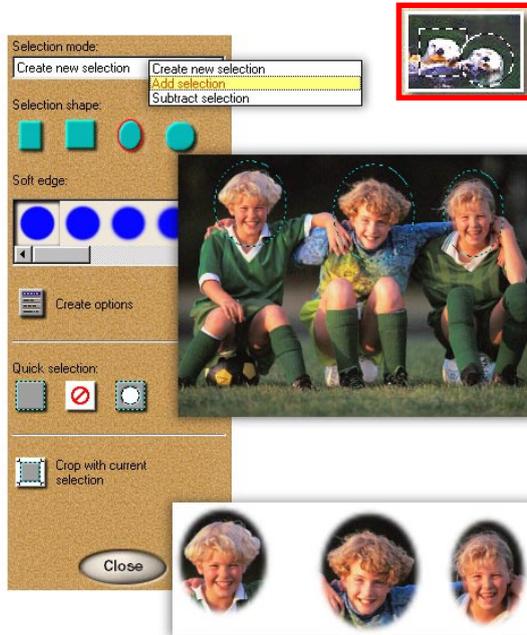
To remove red-eye from a photo:

- 1 Click the **Touch-up** icon in the **Edit: Adjust** category. A tool drawer opens below the Toolbar – select **Remove Red-eye**.
- 2 Set the *Brush size* in the Options panel. This defines the stroke size when the brush is used on the image.
- 3 Set the source *Similarity*. Use a higher similarity to replace more of the red-eye.
- 4 Under *Options*, select the *Remove red-eye* option.
- 5 Use the brush in the affected eye to remove the red from the subject's pupil.



Working with selections

In **Photo** mode, you can make selections of specific areas and work only within them instead of editing the entire image. You can also change selection areas into **objects** by simply dragging them with the mouse. These objects can be moved, edited and changed without affecting the rest of the photo. You can also cut and paste them into other images or projects.



To select an area with a simple shape:

- 1 In the **Edit: Selection** category, click the **Shape** icon. The options for this tool appear in the Options panel.
- 2 In the Options panel, choose a *Shape* and a *Soft edge* for your selection area. By specifying a *Soft edge* you can determine how the selection area blends into the image.
- 3 In the workspace, make a selection area by dragging the cursor on the image.
- 4 After you have made a selection, you can do several things with it:
 - Add areas to the current selection or subtract areas from it. To do this, choose a **Selection mode**, then drag on the area that you want to add or remove.
 - Drag on the selection area to turn it into an object. When a selection becomes an object, you can copy or cut it, then paste it into another photo or project.
 - Leave it as a selection area, then paint on it or apply other effects to it. Only that part of the image will be affected.
 - Use the selection to crop the photo by clicking the **Crop with current selection** button. This means that only the selected area will remain, while other parts of the image will be removed.

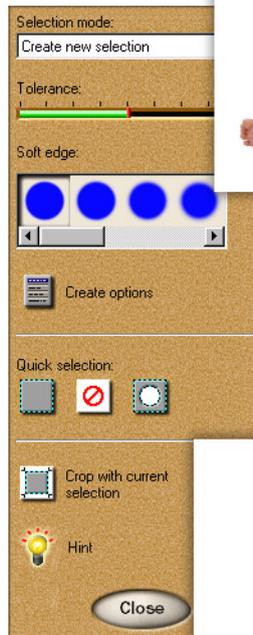


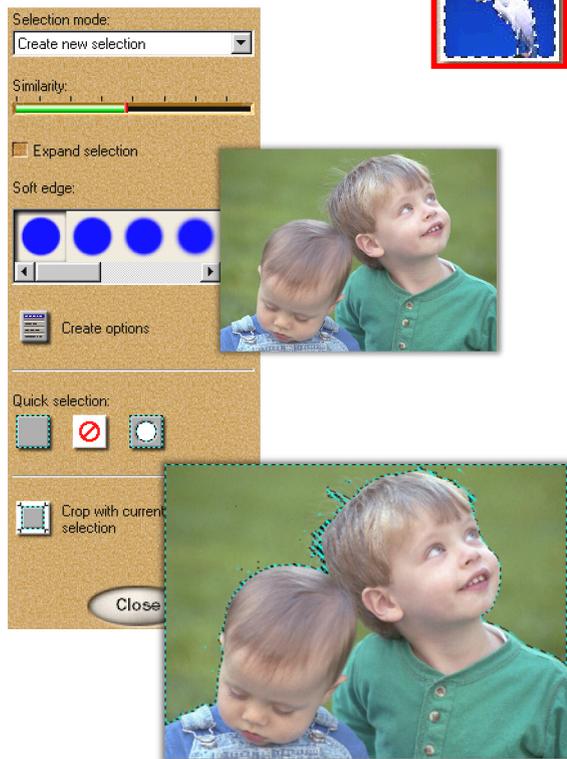
To make a selection using SmartSelect:

- 1 In the **Edit: Selection** category, click the **SmartSelect** icon.
- 2 In the Options panel, adjust the *Tolerance* level. A lower tolerance means that the area traced will be more exact.
- 3 Click at the point where you want to begin the selection area. A red button and a selection box will appear.
- 4 Click at points around the desired selection area, dragging the selection box around to frame a part of the image that you want to include in the selection.
- 5 After you have clicked your way around the desired area, click on the red button to complete your selection.



Tip: Drag the selection area with your mouse cursor to turn it into an object. Objects can be moved independently of the original image, and layered using the Object Level buttons on the Shortcut bar. Clicking the Up button moves an object up one level, while clicking the Down button moves an object down one level. An object's level is determined by the order in which it was created in relation to the other objects in the workspace.





To select an area by color:

- 1 In the **Edit: Selection** category, click the **By Color** icon. The options for this tool appear in the Options panel, and the cursor changes to a wand.
- 2 In the Options panel, adjust the slider for *Similarity*. Moving it to the left means that a smaller range of colors will be selected. Moving it to the right means that a larger range of colors will be selected.
- 3 If you want to choose all areas of a similar color in the entire image, then choose the *Expand selection* option. Otherwise, only connected pixels in the area will be selected.
- 4 Click on a color in the workspace. All pixels of that color, or similar to that color, will be selected.



Tip: If you find that your selection isn't clean or doesn't cover all ranges of the selected color, then adjust **Similarity** and make a new selection. Or choose **Add Selection** in the **Selection mode** list, and select the areas that you want to include in your selection. The new selection will be added to the original selection.

Painting photos

The **Paint** category in **Photo** mode contains some of the most useful tools in Photo Express – paint brushes, cloning brushes, and retouch tools. These tools let you take an ordinary photo and turn it into a work of art. Let your creativity loose by painting colorful textures, signing your name, replacing colors, adding decorative details, and much more. You can also apply these effects to selection areas on the image.

To use the Paint tools:

- 1 On the **Edit: Paint** toolbar, click the **Brush** icon. Different types of brushes are displayed on the Toolbar. Select a brush type, and the Options panel displays that brush's attributes.
- 2 Define the brush tip style by clicking the *Shape* icon (if available). A round shape is good for mimicking real-world pens and brushes, while the line shapes allow you to make calligraphic-style strokes.
- 3 From the *Options* drop-down menu, select a drawing style.
- 4 Define the brush head in the *Size* box, and choose a paint color to apply to the image.
- 5 Finally, set a *Transparency* level and *Soft edge* for the paint. This determines how the paint is blended into the photo.
- 6 Once your brush has been configured, begin painting.



Tip: To undo mistakes or retouch painted areas, click the **Eraser** icon in the Options panel to turn the brush into an eraser. You can also press **Ctrl + Z** to instantly remove the last stroke you made.





To clone people and objects:

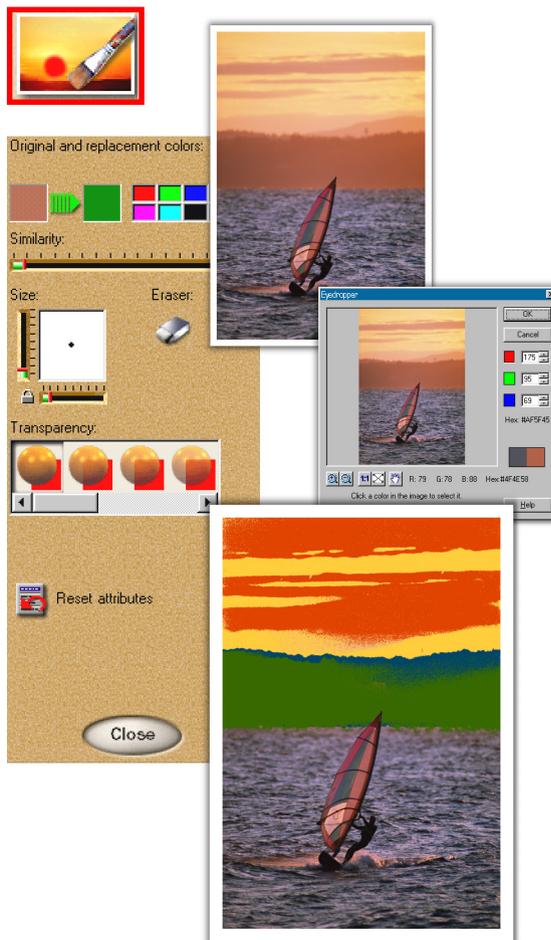
- 1 Open the photo you want to clone into the workspace. This is your *base image*.
- 2 Next, open the image you want to clone from into the workspace. This is your *clone source*.
- 3 In the **Edit: Paint** toolbar, click the **Clone** icon. The paint tools appear on the Toolbar.
- 4 On the Options panel, select your clone source from the *Select source photo* thumbnail strip. You can switch to a different source photo at any time by selecting it from this thumbnail strip. The selected source photo is displayed in the preview window.
- 5 Set brush attributes by clicking the *Adjust brush attributes* button. Click **OK** after you have made the settings.
- 6 Move the crosshair in the preview window to the position you want to start cloning from.
- 7 Finally, move the cursor to the workspace and start painting on the base image – the cloned person or object is gradually ‘painted’ into the scene.



Tip: To make sure that you clone the objects without painting over certain areas of an image, use **Selection** tools to specify areas of an image that you want to paint on. The areas that are not selected will not be affected by the painting.

To replace a color in an image:

- 1 Click the **Replace Color** icon from the **Edit: Paint** category.
- 2 In the Options panel, click on the color square to be replaced. A dialog box pops up with small copy of the image. With the eyedropper, click on a color in the image that you want to change, then click **OK**.
- 3 To the right of the color square you just selected, choose a color that you want to use to replace the original color.
- 4 Adjust the *Similarity* bar. Moving the bar further to the right increases the range of colors that will be replaced.
- 5 Start painting on the image. The color matching the selected one in Step 2 will be replaced by the new color only where you paint on the image.





To paint a texture on a photo:

- 1 Click the **Texture** icon from the **Edit: Paint** category.
- 2 Set the brush attributes.
- 3 Click a *Texture* thumbnail to use as your paint texture. Or click the *Image file* button to select an image from another source to use as the paint texture.
- 4 Select a *Transparency* level and *Soft edge* for the paint.
- 5 Begin painting directly on desired areas of the image in the workspace.



Tip: To get better results, use a texture image that has the same dimensions as the image that you want to paint on.



To fill an area of the photo with a pattern:

- 1 Select an area in the image that you want to fill with a pattern.
- 2 Choose **Fill** from the **Edit: Paint** category. Select **Pattern** from the **Fill** drawer that opens up.
- 3 Select a fill pattern by clicking a thumbnail in the Options panel.
- 4 Adjust the *Variation* and *Opacity* of the pattern by using the corresponding sliders. You can also change the colors of the pattern and background. Adjustments are shown in the preview window at the top of the Options panel.
- 5 Click **Apply**. The selected area(s) in the photo will be filled with the pattern you just customized.

Working with text

Adding text is a quick and easy way to liven up any photo or make postcards, greeting cards, invitations, and birthday cards. Photo Express also provides you with an extensive range of cool effects that you can apply to your text to create even more unique and impressive projects.

To add text to a photo:

- 1 Click **Add/Edit** button in the **Edit: Text** category. The **Add/Edit** text options appear in the Options panel.
- 2 Enter the word or phrase you want to add to the photo in the *Text* box, or click the *Select a phrase* button to use a previously saved phrase. By default, the text is placed on a single line. Press Enter to create two or more lines of text.
- 3 Use the *Text Style*, *Alignment*, and *Fill* options to further enhance your text.
- 4 Click **Apply**. The new text is added to the photo or project.



Tips:

- You can edit existing text as many times as you want simply by selecting it in the workspace while using the **Add/Edit** text tool. When you are finished editing, click the **Update the selected text** option to apply changes.
- To permanently join text with a photo, right-click over the text object in the workspace and select the **Merge** command from the pop-up menu.
- You can move and resize text at any time. To move text, simply drag it to the desired position. To resize text, drag on the control handles at the corners of the text frame.





To apply an effect to text:

- 1 Select a text object in the workspace.
- 2 Click the **Edit: Text** submenu button to open the **Text** tools.
- 3 Select the **Special F/X** icon on the Toolbar. The **Special F/X** drawer opens. In the drawer, scroll to the effect you want, and select it. The options for that effect will appear in the Options panel.
- 4 Select a preset from the thumbnails, or click the *Advanced mode* button to customize the effect.
- 5 After you have selected a thumbnail or customized the effect, click **Apply**. The text will be transformed right in the workspace.



Tip: To add a shadow to text, select **Shadow** from the **Edit: Text** category, then follow the instructions on page 31.



To transform text objects:

- 1 Select the text you want to transform.
- 2 Click the **Transform** icon from the **Edit: Text** category.
- 3 In the Options panel, select a transformation, such as *Perspective*.
- 4 Drag on a control handle bordering the text object, and proceed to warp it.

Special effects

Special effects are the icing on the cake for photos – they provide an exciting and fun addition to what you normally could do with your images. Effects in the Warp, Particle, Artist, and Special categories can make good images that much more unique, while other effects in Color, Focus and Lenses categories can draw out some of the more subtle qualities of a photo.

To turn a photo into a painting:

- 1 Click the **Artist** icon in the **Edit: Effects** category.
- 2 When the **Artist** drawer opens, select a painting style.
- 3 Select a preset and click **Apply**. The effect is applied to the image in the workspace.



Tip: Try combining these effects with others to create some truly unique images.



To apply a spotlight to a photo:

- 1 Click the **Effects: Color** icon on the Toolbar, then select **Spotlight** from the drawer that opens up. The **Spotlight** options appear in the Options panel.
- 2 Select a preset spotlight effect from the thumbnails, or click the *Advanced mode* button to make extensive adjustments to the position, color, and intensity of the spotlight.
- 3 After you choose a preset or customize settings, click **Apply**.





To add stars to a photo:

- 1 Click the **Effects: Particle** icon on the Toolbar, then select **Star** from the drawer. The **Star** options appear in the Options panel.
- 2 Select a **Star** preset and click **Apply**, or click the *Advanced mode* button to customize stars.
- 3 In *Advanced mode*, adjust sliders for the *Amount* and *Size* of stars, then select a preset *Style* from the thumbnails.



Tip: You can edit individual stars in **Advanced mode**. Simply click on a star in the preview window, then adjust settings for it. To deselect the star, click elsewhere in the preview window. You can also edit individual bubbles and fireflies in the **Bubble** and **Firefly** effects.

- 4 To set colors for your stars, click the *Adjust star color* button, then either choose a color preset from the thumbnails or customize the colors yourself.
- 5 Click OK to accept color settings, then click **Apply**.

Other effects you can do in Photo Express



Adding decoration

The **Decorate** category in **Photo** and **Project** modes gives you access to ornamental effects. These are special, object-based effects such as Frames, Edges and Props that you can use to enhance photos and photo objects.

To add special edge effects:

- 1 Select an image or an image object.
- 2 Click the **Edges** icon in the **Edit: Decorate** category. The **Edges** drawer opens up.
- 3 From the drawer, click the **Magic** icon. The options for this effect are displayed in the Options panel.
- 4 Select a **Magic Edges** preset and click **Apply**.



Tip: You can create unique **Magic Edges** by clicking the **Advanced mode** button in the Options panel.



To add a frame to an image:

- 1 Select an image or an image object.
- 2 Click the **Decorate: Frame** icon on the Toolbar.
- 3 Select a frame from the Options panel.
- 4 Click **Apply**.





To add a shadow to an object:

- 1 Click the **Decorate: Shadow** icon on the Toolbar. The options for this effect will appear in the Options panel.
- 2 Click the *Add shadow* button. A shadow will appear under the selected object, along with a shadow handle.
- 3 In the workspace, drag on the shadow handle to adjust the position of the shadow.
- 4 Adjust the settings for the shadow's *Color, Transparency, and Soft edge*.



Tip: To remove the shadow from an object, right-click on the object in the workspace, then select the **Remove Shadow** option in the menu that pops up. Or click the **Remove shadow** button in the Options panel for the **Shadow** effect. You can restore the shadow by clicking the **Add shadow** button on this Options panel.



To add props:

- 1 Click the **Decorate: Props** icon on the Toolbar.
- 2 Select a prop category in the Options panel. The props for that category appear.
- 3 Choose one of the clipart images by double-clicking on it or by selecting it and clicking **Apply**. You can also drag it directly to the workspace.

Printing photos and projects

Once you've put the finishing touches onto your photos, it's time to print them out. Numerous printing options are available, letting you create posters, name cards, stickers, T-shirts, and many other fun projects.

To print album thumbnails:

- 1 In **Album** mode, open a photo or project album.
- 2 Press the Ctrl key while clicking on the desired thumbnails. The selected thumbnails are highlighted in green.
- 3 Select **Print** from the Command panel, then select **Thumbnail**. The **Thumbnail** options appear in the Options panel.
- 4 After you have adjusted your print settings, click **Print**.



To print a photo or project:

- 1 Select a photo or project, then click **Normal** from the **Print** command category. The **Normal** options appear in the Options panel, and a preview of the printed page appears in the workspace.
- 2 In the Options panel, specify *Layout* options. You can also manually adjust the layout by directly moving and resizing the image in the workspace. Move an image by dragging on it. Resize an image by dragging the control handles framing the image.
- 3 Click **Print**.





To print a template as name cards:

- 1 Select a project, then select **Tiled** from the **Print** category. The **Tiled** options appear in the Options panel, and a preview of the printed page appears in the workspace.
- 2 Enter the number of rows and columns to be printed on the page. This establishes how many name cards are printed per page. The default setting puts as many images on the page as possible.
- 3 Click **Print**.



Tip: To further define the layout of the name cards on the page, click the **Options** button. This opens the **Layout Options** dialog box, giving you control over X- and Y- offset, spacing, image size, and more.



To print a poster:

- 1 Select a photo or template that you want to print.
- 2 Click the **Print** button on the Command panel, then select **Poster** from the Toolbar. The **Poster** options appear in the Options panel, and the selected image appears in the workspace marked with a cutting grid. The grid tells you how the poster will be divided on individual pages.
- 3 To increase or reduce the size of your poster, specify values for *Poster size*. The cutting grid in the workspace will reflect the change in size.
- 4 Click **Print**.

To print multiple images on a page:

- 1 Select a range of images Album mode, or use the image that is currently open in **Photo** or **Project** modes.
- 2 Click on **Print** from the Command panel, then select **Multiple** from the Toolbar. The options for this print mode appear in the Options panel, and the workspace displays a preview of the printed page.
- 3 Specify an option for *Number of images*. Selecting *Single* means that only one picture or project will be used for all of the images on the page. Selecting *Multiple* means that a number of different pictures and/or projects will be printed on the page.
- 4 Choose a layout from the thumbnail window, and click **Next** to continue.
- 5 If you want to change which images are printed on a page, select an album, then drag the desired thumbnail to one of the images in the workspace. If you chose *Single* in the previous step, each image on the page will show the image you just selected. If you chose *Multiple* in the previous step, the selected image will replace only those images that you select on a page.
- 6 After you have made your settings, click **Print**.



Saving photos and projects

After you have finished working on your photo or project, you'll want to save it. Photos and projects can be saved in a variety of different file formats, depending on your needs. Keep in mind that saving a project in *.tpx format means that you will be able to edit the individual objects when you reopen the file.



The same image in Indexed-256 color (left), and True Color (right).

To save a photo or project:

- 1 Select **Share** from the Command panel, then click the **Save** icon on the Toolbar. The **Save** options appear in the Options panel.
- 2 Enter the location, name, and file type.
- 3 If you want to put your image directly into an album, select the *Save to album* option and choose an album name from the drop-down menu.
- 4 Click **Save**.



Tips:

- *Data type describes how much color information the image is saved with. The more color information included in the file, the larger the file tends to be. The highest color data type is **True Color** and files saved with this data type can be very large. **Indexed-256** and **Grayscale** each contain up to a maximum of 256 distinct colors and generally are quite small.*
- *Some file types you can use are: **BMP** for saving your photos at the highest level of quality with no compression; **JPEG** for photos you want to use on the web or send via e-mail - it compresses photos down while retaining their overall quality; **UPX** for saving photos with unmerged, free-floating objects. These objects can be used again when the file is reopened in Photo Express.*

Sending images by e-mail

In addition to storing images on your hard disk, you can also send them to friends and family. This is a great way of keeping in touch with long-distance relations and is an environmentally friendly alternative to reprinting images at a photo developer.

To send an image via e-mail:

- 1 Select an image from the workspace or a range of images from an album.
- 2 Select **Share** from the Command panel, then click the **E-mail** icon on the Toolbar. The **E-mail** options appear in the Options panel.
- 3 If you select more than one image in Album mode, all images are sent in the same e-mail by default. However, it is recommended that you select the **Send separate mails** option. This allows you to send multiple images in an equal number of e-mails, thus reducing download time.
- 4 Click the **Send** button to send the images on their way.



Tip: Images are sent as JPEGs, an Internet-friendly file format that compresses images to the smallest possible file size while at the same time retaining their overall quality. However, this is not a completely lossless process so photos will not have the same level of quality as the originals.



Click the Send button to send selected photos or projects by e-mail. Before sending the files, make sure you have already set your default e-mail client. Use the Context Sensitive Help button for more detailed information.

Send separate mails



From left to right: JPEG format with no compression, average compression, and high compression.

Calendars & planners

One of the easiest tasks to accomplish in Photo Express is making calendars, either for your Windows desktop or for your real desk top. You can also make planners using the Calendar command with some slight modifications. They are great for keeping your loved ones close, and a fun and convenient way to remember important dates as well.



To create calendars:

- 1 Get the image you want to use as the calendar image.
- 2 Select **Express** from the Command panel, then click the **Calendar** icon on the Toolbar.
- 3 Choose a type of calendar from the samples and modify it to fit your needs.
- 4 Click and drag the photo or date object to move it. Or resize it using the control handles bordering the image.
- 5 Edit text and dates by selecting the object that contains it, then click the *Planner* button on the Shortcut bar to add notes or holidays to individual dates as well as add props from the *Clipart* box.
- 6 When your calendar is ready, select a destination for it, then click **Apply** to create it.



Tip: To access a variety of useful commands, right-click on an object, or select an object then click the **Command menu** icon on the Shortcut bar. From the menu that pops up, you can customize elements of a calendar, such as color, font, and transparency.

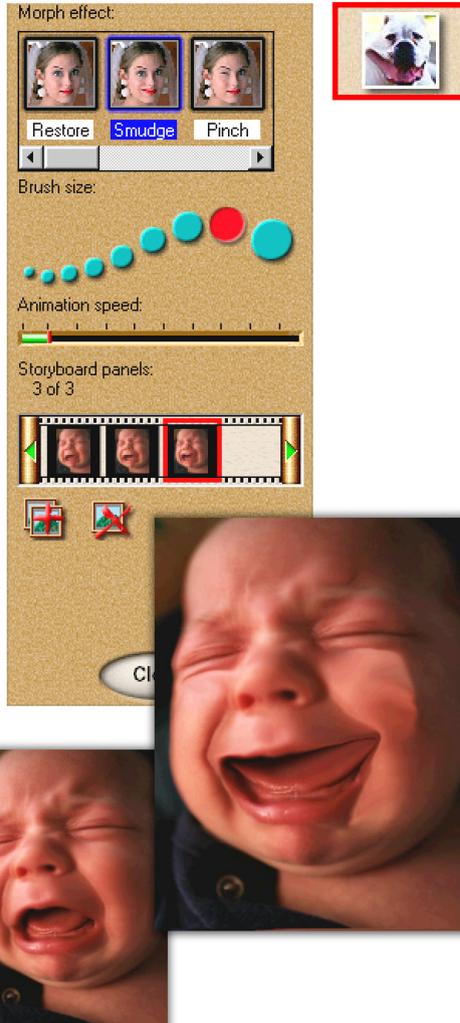
To create a daily planner:

- 1 Get the photo you want to add to your planner, select **Express** from the Command panel, and click the **Calendar** icon on the Toolbar.
- 2 Choose a type of calendar from the samples and modify it to fit your needs.
- 3 Click the *Planner* button on the Shortcut bar. The *Planner* dialog box opens.
- 4 Add notes to specific dates by clicking that date's number in the *Planner* dialog box. You can also add clipart to mark holidays and define permanent holidays specific to your family, region, or culture.
- 5 Click the color boxes at the top of the *Planner* dialog box to customize note and holiday colors.
- 6 Click **OK** when you're finished. When you return to the *Calendar* Options panel, you can print out your new planner, save it to the Windows clipboard for use in other programs, turn it into Windows wallpaper, or save it to a disk.



Morphing photos

One of Photo Express' more novel effects extras is that of image morphing. Morphing transforms an image over time to create interesting and unique 'warps' of the original photo. Image morphs can be output either as image sequences or animated GIF files.



To morph an image:

- 1 Select **Express** from the Command panel, then click the **Morph** icon on the Toolbar.
- 2 Choose a *Morph* effect and a *Brush* size, then begin 'painting' on the image in the workspace to apply the effect.
- 3 Click the *Add frame* button. This adds the current image to the storyboard.



Tip: You can remove the effects of a transformation and return the image to its original state by clicking the **Restore** button on the Shortcut bar. Also, click the **Play** button to view an on-the-fly rendering of the animation.

- 4 When your storyboard is complete, save the file to disk by clicking the **Save** icon on the Shortcut bar.



Note: You can output image morphs as either an image sequence or **GIF** animations. **GIF** animations are useful for putting your images on the web while image sequences are best for searching through the individual frames to find the one that really stands out.

Making screen savers

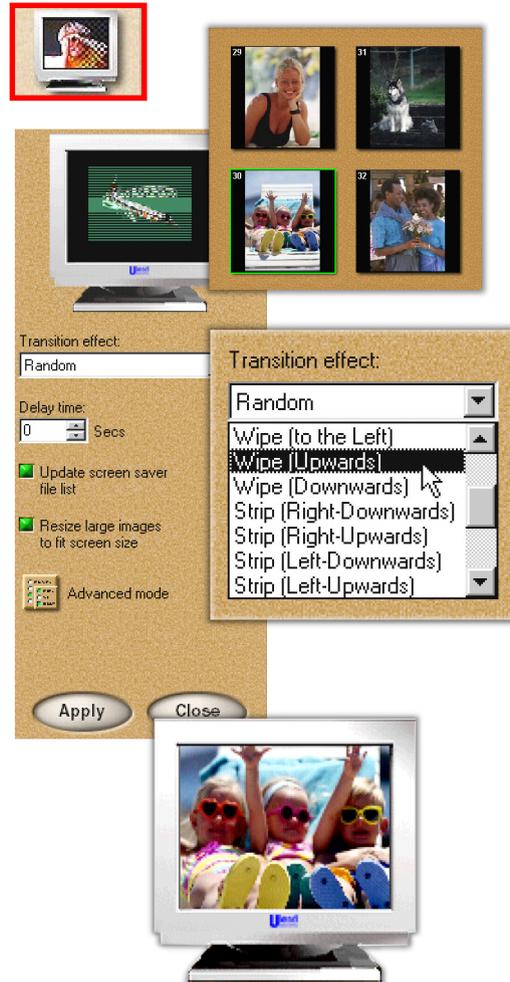
Screen savers make interesting, impromptu ‘slide-shows’ for your computer. A screen saver is activated whenever your computer has been inactive for a specified length of time. In Photo Express, you can turn any series of images into a screen saver.

To make a screen saver:

- 1 In **Album** mode, select a series of images or media files from an album. Press the Ctrl key while clicking on thumbnails to add them to your selection. Selected thumbnails are highlighted in green.
- 2 Select **Express** from the Command panel, then click the **Screen Saver** icon on the Toolbar.
- 3 Choose a *Transition effect* from the list.
- 4 Enter a *Delay time*. This is the length of time each image is displayed on the screen before a new image appears.
- 5 Select the *Resize large images to fit screen size* option.
- 6 Click **Apply**. The next time Windows engages a screen saver, it will use the one you just created.



Tip: Use the **Slide Show** feature in Express to create more fully featured image catalogues than the Screen Saver tool can provide. These can be browsed at the viewer's leisure.



Making a Web Album

One of the coolest ways to share photos with people is by outputting them to HTML web pages. You can either send these via e-mail or post to a web site for the whole world to see and enjoy.



To put images on a web page:

- 1 Select an image you want to use and open it into the workspace, or select a range of thumbnails from an album.
- 2 Click the **Web Album** icon in the Web Studio category. The options appear in the Options panel.
- 3 Choose a template style for your web page, and click **Next** to go on to step 2.
- 4 Define the settings for the page, enter the *Folder* you want to save it to, select 'To Disk' as your *Destination*, and click **Apply**. The HTML page and its associated files are saved to the folder you specified. Each thumbnail image on the page is linked to a full-sized version with its very own page that users can view simply by clicking on the thumbnail.



Tip: E-mail your web pages to a friend by selecting **To e-mail** from the **Destination** drop-down menu. Web pages sent by e-mail are bundled in a self-executable file (*.exe), which is saved in the attachments folder specified by your e-mail program. The executable file can be unpacked by double-clicking its icon. Unpacked files are copied to the folder 'Ulead Photo Express Images' on your Windows Desktop.



Making a Web Show

Web Show provides a fast and convenient way to create your own slide show on a web page. Choose from a variety of fun templates in which to place your photos, and then send them to your friends, save them to a disk, or burn it to a CD.

To create a slide show for the web:

- 1 Select an image you want to use and open it into the workspace, or select a range of thumbnails from an album.
- 2 Click the **Web Show** icon from **Web Studio** category. The **Web Show** options then appear in the Options panel, letting you create an HTML slide show using the thumbnails you just selected.
- 3 Select a template to use for your slide show, then click **Next** to go to step 2.
- 4 Define the settings for your slide show. Click the *Preview* icon to get a preview of your slide show.
- 5 Once you've finished setting up your web page, enter the *Folder* and set the *Destination*. If you are saving the file to a disk, click **Apply**. If you are sending the file by e-mail, click **Send**. If you are preparing the file to burn to a CD, click **Launch**. The HTML page and any associated files are saved to the folder you specified.



Note: Web Shows that are burned on a CD will run automatically when you insert the CD into a CD-ROM drive.



Glossary

Album

A database that displays and organizes your image files on your computer. It is analogous to a real world photo album.

Clone

Copies or duplicates areas of an image onto the same image or onto another.

Command panel

The large panel on the left side of the Photo Express program UI (User Interface) gives you access to all of the commands and functions.

Custom tab

Contains options of a selected tool or effect that you can modify with great precision.

Decorate

Contains tools and effects that can add creative touches, like frames or shadows, to simple images.

Edges

A special effect that lets you add torn paper edges or other interesting borders to a picture.

Effects

These some of the many tools that you can use to enhance, adjust, correct, or otherwise creatively modify your pictures.

Express

Contains tools where you can quickly create calendars, screen art, slide shows, and morphing.

Fill

The process of applying or dumping color into a region or area.

Frame

An effect that lets you put a picture frame or border around your images.

Global viewer

A window to the right of the Thumbnail strip that is useful when you are zoomed in on an image. Click on it once, then move the selection box around to the desired area of an image. The workspace jumps to display the part specified by the selection box.

Gradient

A gradual transition between two or more colors.

HTML

HTML is the dominant language for publishing hypertext on the World Wide Web. HTML uses tags like <h1> and </h1> to structure text into headings, paragraphs, lists, hypertext links and more. It is the code behind your Web page.

Magic texture

Contains random color patterns that you can use to create a background or to fill an object or selection.

Morph

This is an animated sequence of images that shows a picture gradually becoming more and more distorted or warped.

Object

This is an identifiable component that is self-contained or simply a "thing" in a Photo Express project. Examples of some objects are: frames, shadows, text, and background objects (and a few others). Each has its own characteristics and attributes.

Options panel

This is located at the right side of the Photo Express program UI (User Interface) and is where you can customize the tools and effects.

Paint tools

These are the large range of brushes you can use to apply "electronic paint" to images, and include pens, pencils, air brushes, chalk and more.

Presets

You can quickly enhance your image by simply dragging or double-clicking a sample thumbnail. There are hundreds of preset effects to choose from or you can customize effects yourself.

Project tab

This tab contains fun projects and useful templates for creative expression.

Props

These are clipart type objects that you can add to your projects that will make them more interesting and fun.

Retouch tools

Tools that let you fix 'broken' or damaged photos, such as repairing rips, removing red-eye, and cleaning up scratches.

Screen saver

Screen savers are moving images that, in the bad old days, prevented damage to your monitor whenever you left your computer idle for a long time.

Selection

Selections and selection tools are used to create areas of an image that can be modified independently of the rest of an image. Selections can be drawn by hand, chosen by color or shape, or made based on a preset grayscale mask. Selection areas can be converted to **objects**.

Share

This button contains tools for outputting your photos or projects. You can save or send them to friends via e-mail, by fax, output them to an HTML file, or send them to a photo service.

Shortcut bar

This toolbar, located at the bottom of the Photo Express workspace, contains commonly used menu commands for easy access.

Slide Show

This button displays the files from an album in an on-screen slide show. You can define how the slide show is presented by setting the transition effects, the soundtrack, and the speed.

Soft edge

This adds a soft edge to the brush or selection area. The higher the value the more blending of the edges.

Templates

Templates are project designs that can easily be customized with your images and text. They can help you get started quickly on a new project. You can create and save your own templates for future use.

Thumbnail

A small, low resolution representation of an image.

Thumbnail strip

A small strip located at the bottom of your screen. This holds all the images and projects that you have open. Here, you can click once on a thumbnail to see a larger preview of it and click twice to open it into the workspace.

Toolbar

This is located at the top of the program UI and contains all of the available tools you can use to enhance your images.

Transparency

Specifies the visibility of one object or image over another. It affects how much you can see through an object or the intensity of an applied effect.

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