

Photo ExpressTM

version 2.0

User Guide

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Welcome to Photo Express!

Welcome to Photo Express, the new cool tool for expressing your creativity with pictures of your family and friends! Photo Express is the ultimate tool for adding that extra spark of life to your photos – it gives you the power to take ordinary, everyday pictures and turn them into high-quality works of art. With its guided workflow and intuitive interface, you'll be printing out personalized birthday cards, calendars, and posters in no time at all!



Repair cherished pictures with powerful touch-up and clone tools.



Add captions and other text on the fly to personalize photos.



Realistic paint tools turn any scene into a work of art.

Photo Express brings a whole new attitude to photo editing. With its professional-quality templates and easy-to-use editing and management tools added to an all new interface, photo editing has never been easier or this much fun. High-end tools in a home environment put the power of a photo studio right at your fingertips.



Use templates to create outstanding calendars, birthday cards, greeting cards, invitations, and much, much more!



Organize and manage all your digitized photographs with Album. Keeping track of your loved ones has never been easier.

What's new in this version

This version of Photo Express contains many new unique features designed to make photo editing that much more fun and intuitive. Some of these features are:

Internet capabilities – Download your developed photos from an online photo service, or send your creations to friends and family with e-mail using DirectConnect technology, or create Web pages complete with music and thumbnail images.



Share photos with friends via e-mail or over the Internet.

Album – Your one-stop resource for organizing photo collections in your computer by author, title, date, and more. Create albums for special events, vacations, or special occasions. Manage your photos and catalogue them all from within Photo Express.



Use the built-in album feature in Photo Express to organize your images.

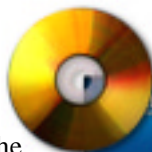
Smart Technology – Photo Express' Smart Technology makes photo editing that much easier!

- SmartTemplates maintain individual settings for each template object.
- SmartCalendar automatically updates calendars posted as desktop wallpaper.
- Connect automatically to the Ulead website by clicking the earth icon on the Toolbar for tips, tricks, and more.
- Use the extensive PhraseBank built-in to the Text tool for adding that perfect message to images.
- SmoothZoom gives you continuous zooming when you're in Project mode to quickly navigate in and out of your photo.

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.

Once you've installed Photo Express, next 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, update information, and technical support should you have any problems with the Photo Express program. When you run Photo Express, make sure you switch to 800x600 or 1024x768 resolution, 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 program group on the Windows Start menu.



Tip: 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

Photo Express takes you through the entire process of editing your photos from beginning to end. There are two ways you can work in Photo Express: Photo mode or Project mode. Photo mode is like a developer's studio – it's here that you bring in raw images and enhance them, tweak them, clean them, and add amazing effects to them. With the tools presented in Photo mode, you can do almost anything to your photos.

Project mode, on the other hand, is 'template-based' editing. We provide you with a series of professional-quality templates that contain preset images, text, and effects, and you modify and customize them to suit your own needs. Each template is fully editable, and the changes you make are remembered the next time you use it. Templates are the fast and fun way to take photos and turn them into exciting greeting cards, birthday cards, name cards, invitations, and anything else you can imagine.

Getting photos

Photos can be brought into Photo Express' albums in different ways:

- Open an existing image file or download it from the Internet.
- Digitize photos using a scanner, a digital camera, or a video source.



Editing

This is the next step in the process. After opening a photo into the Workspace you can:

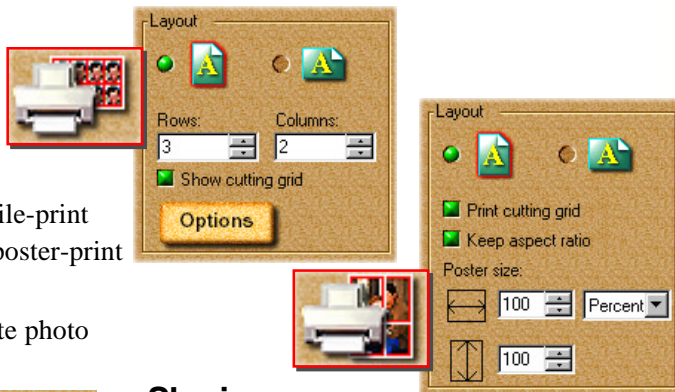
- Crop, Resize, and further adjust a photo's dimensions, color, lighting, and focus.
- Add text to personalize images, or add high-end special effects to stun your audience.



Printing

Once you've finished editing, print your photos:

- Print a single photo to a page, tile-print them to make name cards, or poster-print them to make large posters.
- Print album thumbnails to create photo catalogues.



Sharing

Send photos you've enhanced to friends and family using a variety of methods:

- Save them to disk and pass them on this way.
- E-mail them to people you know whom are connected to the Internet.
- Fax them to colleagues at the office.
- Generate HTML-based web pages and send them to friends as interactive slide shows.



Express extras

Have a little fun with your photos using Express extras:

- Create self-updating Windows desktop calendars for keeping track of special events and occasions.
- Output exciting morph animations.
- Make cool slide shows and screen savers.
- Save a photo or project as Windows desktop wallpaper.



Photo Express at a glance

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 Photo mode and Project mode. 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 when working on photos. Each category contains a specific set of tools.



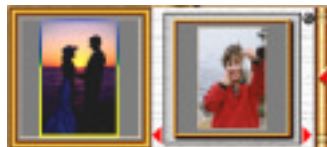
- The **Options panel** shows you all the different options available for any given tool.



- 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 **Shortcut bar** makes available to you all the most commonly used menu commands. These commands vary depending on the Command panel category you are currently in. Click the green arrow to hide the Shortcut bar.



- The **Thumbnail scroll** opens from the **Global Viewer** and lists all the images you currently have open with the topmost image displayed in the window below the Command panel.
- The **Workspace** is where your photo is placed as you work on it.

Getting photos

The first thing you want to do when you start Photo Express is get the photos you want to work with into the actual program. The place you start is with Album. From here, you can do almost anything in Photo Express. All other ways of getting photos can work independently of Album, but they are also set up to let you capture or open images directly to it.



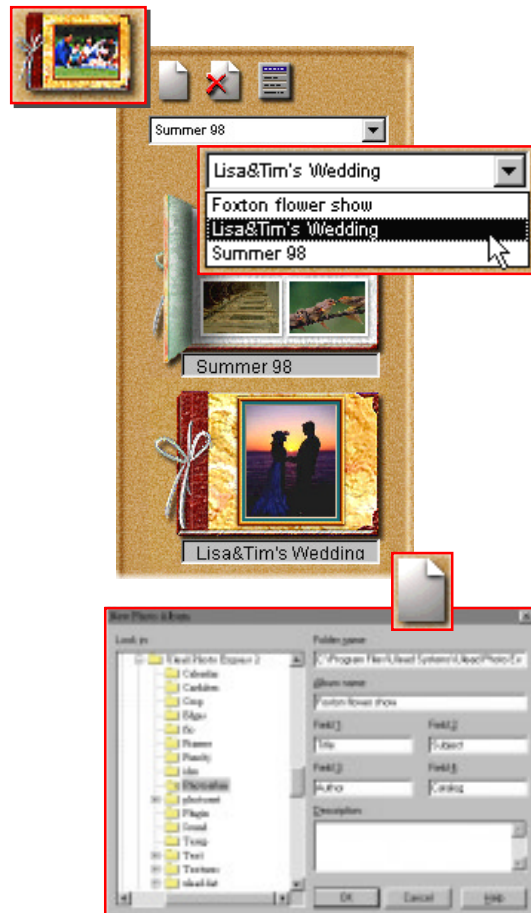
Note: The Project tab only allows you to open Project Template files (*.tpx and *.tpl) – for information on adding photos and other images to the template, please see the Editing section.

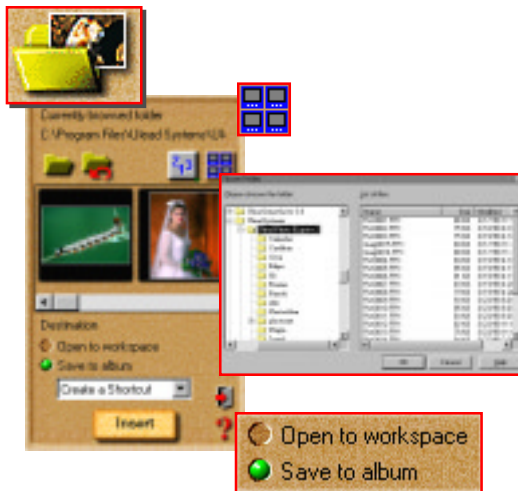
Working with Album

Album lets you organize the photos in your computer into convenient ‘books’ similar to real-world photo albums. These books contain thumbnails of all the images you select to put in them, as well as links to said images, information, and annotations. This way, you have instant access to all your photos from directly within Photo Express. Organize photos by author, subject, title and catalog.

To create a new Album:

- 1 Click the Get category button on the Command panel.
- 2 Select Album from the Toolbar.
- 3 Click the New button in the Options panel. The New Photo Album dialog box opens and you can set up the new album file.





To add new images to an album:

- 1 Select an album.
- 2 Click the File icon and browse for the folder where the images are stored.
- 3 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).
- 4 Next, select the **Save to album** option and click the Insert button. The files are added to the last album you had open.



Tip: To relink 'lost' images, right-click over the album in the Options panel and select either Relink or Refresh.



Printing album thumbnails:

- 1 Click the Album icon on the Get toolbar and then choose an album from the Options panel.
- 2 Press the Ctrl key, and in the workspace, click the thumbnails you want to use. The selected thumbnails are highlighted in green.
- 3 Click the Print button on the Command panel and select a print method.



Tip: You can jump immediately to the Print option you want to use by hovering your pointer over the Print button on the Command panel. When the submenu appears, click the Print icon you want.

To get photos from a digital camera:

- 1 Click the Camera icon; the Options panel changes to display a list of sources.
- 2 Select the source that matches your digital camera.
- 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, and so on).
- 4 Next, select the file type you want to save the image as.
- 5 Finally, when you're ready, select **Save to album** and click the Acquire button.

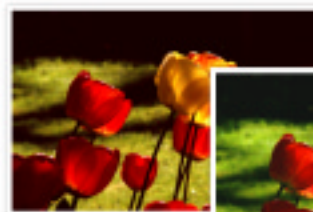


Tips:

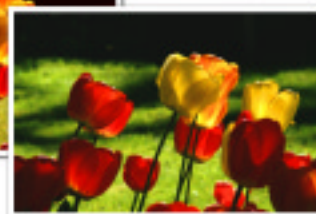
- Select the Apply post processing option to open the Post-Processing Wizard. This automatically helps you correct common scanning or capture errors such as alignment, color balance, and size.
- If you have many high-resolution images, then choose a file type that uses compression (such as JPEG) in order to reduce file size. Otherwise, you can choose uncompressed file types like BMP or TGA.

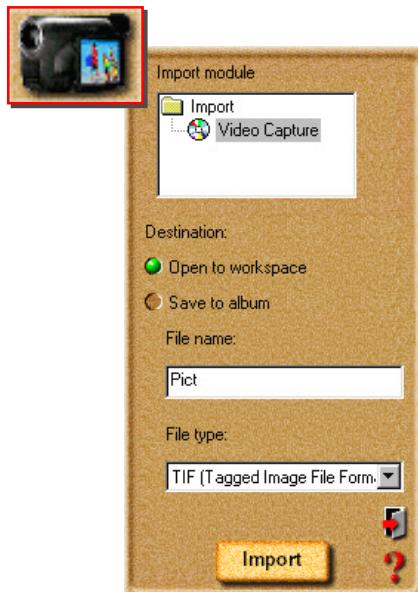


*Before and after
brightness & contrast
post-processing
applied*



*Before and after color
balance post-processing
applied*





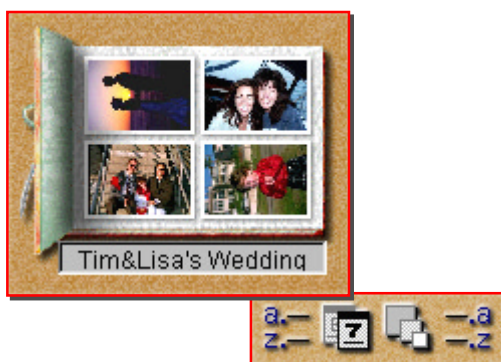
To capture frames from a video source:

- 1 Click the Import 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**.



To sort thumbnails:

- 1 Select an album.
- 2 On the Shortcut bar, click one of the sort buttons to change the method by which album thumbnails are displayed.

Name sorts thumbnails alphabetically.

Date organizes thumbnails based on the Date field entry.

Size sorts them according to file size.

Type arranges thumbnails by file type.



Tip: You can change the viewing mode of thumbnails in the workspace by clicking the Display button on the Shortcut bar.

Adjusting photos

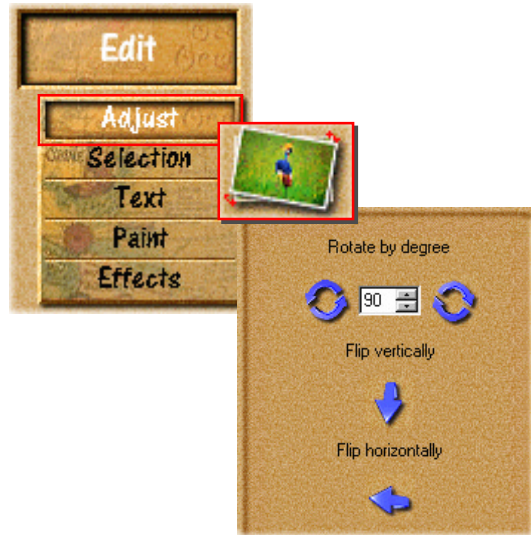
After you've acquired an image from a scanner or digital camera, chances are it's going to need some adjustments. Not all scanners digitize images with perfect horizontal and vertical alignment, and it can be difficult to place some images perfectly straight on a scanner. Photo Express provides you with the perfect tool for straightening your photos: the Transform tool.

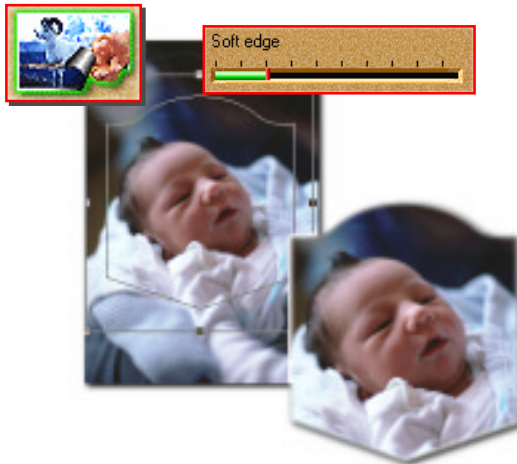
To re-align a photo:

- 1 After scanning the photo, open it from either Album or from File directly into the workspace if you haven't already scanned it directly there.
- 2 Put your mouse over the Edit category button and select Adjust from the pop-up submenu. The Adjust tools appear on the Toolbar.
- 3 Click the Transform button on the Adjust toolbar. The Transform options appear in the Options panel.
 - To freely rotate a photo, select the spin wheel in the upper right or lower left corner of the photo and rotate into position.
 - To position it more accurately, enter an order of degrees in the Options panel and then click either Rotate Left or Rotate Right to implement it.
 - To flip the photo, click either Flip Horizontally or Flip Vertically.



Tip: You can re-size an image during transformation by clicking and dragging the handles on the upper left or lower right corners. You can also move the image in the workspace by dragging it with your mouse cursor.



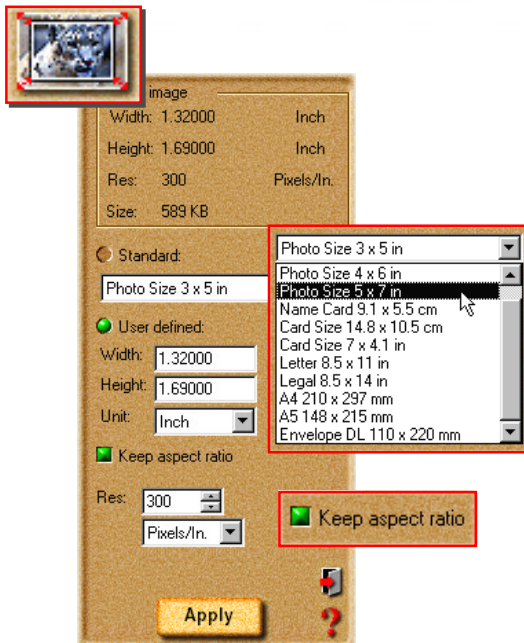


To trim your photo:

- 1 Click the Trim button in the Edit: Adjust category. This opens the Trim options in the Options panel.
- 2 Select a Trim shape and then set the amount of Soft edge you want to soften the edges of the trimmed photo with.
- 3 Click Apply to trim the photo.



Note: You can open the trimmed region in a new editing workspace by selecting the Create New Image option.



To re-size your photo:

- 1 Click the Size button in the Edit: Adjust category. This opens the Size options in the Options panel.
- 2 Select either a predefined size from the Standard drop-down menu, or enter custom dimensions for the image in the User defined option.
- 3 Select the Keep aspect ratio button to maintain continuity between height and width as you resize. This keeps the image from getting stretched unnaturally.
- 4 Finally, you can define the image's Resolution. This determines how the image prints on paper - the lower the resolution, the less pixels used to generate the image, while a higher resolution uses more pixels to create an image with larger pixels.
- 5 Click Apply to resize the photo.

Retouching photos

Four tools in the Adjust category let you quickly retouch flawed images that were damaged either when they were taken or when they were scanned into your computer. These tools let you change the fundamental properties of a photo.

To adjust the focus on a photo:

- 1 Click the Sharpness icon on the Edit: Adjust toolbar. The Sharpness options are displayed in the Options panel.
- 2 You can select from the preset Sharpness adjustments by double-clicking or dragging a thumbnail from the Presets tab onto the photo, or you can click the Custom tab to do it manually.
- 3 On the Custom tab, adjust the Strength and Radius sliders to adjust the focus to where you want it. When you have it set to the desired levels, click the Apply button.

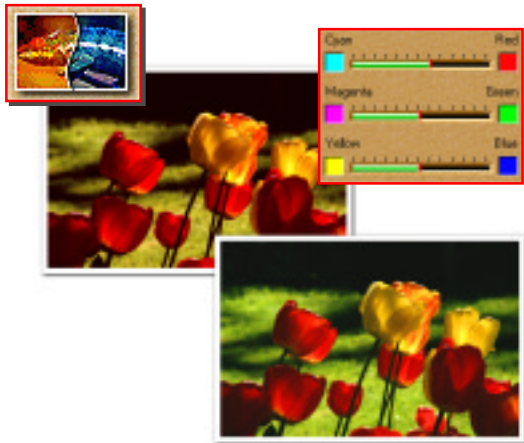


Tip: Use the preview image as a guide when manually adjusting the properties of a photo or when adding effects.

To adjust the lighting in a photo:

- 1 Click the Lighting icon on the Edit: Adjust toolbar. The Lighting options open in the Options panel.
- 2 Drag and drop the Lighting presets on to your photo or adjust the Lighting manually by clicking the Custom tab.
- 3 On the Custom tab, adjust the Brightness, Contrast and Gamma sliders to adjust the lighting to where you want it. When you have it set to the desired levels, click the Apply button.





To adjust a photo's color balance:

- 1 Click the Color Balance icon on the Edit: Adjust toolbar. The Color Balance options are displayed in the Options panel.
- 2 Select either from the preset Color Balance adjustments or use the Custom tab to re-adjust the Color Balance by hand.
- 3 On the Custom tab, adjust the color sliders until you get the Color Balance where you want it. When you have it set to the desired levels, click the Apply button.



To remove red-eye from a photo:

- 1 Click the Touch-up icon on the Edit: Adjust toolbar. A tool drawer opens below the Toolbar – select the Redeye tool.
- 2 Set the brush size on the Options panel. This defines the stroke size when the brush is used on the image.
- 3 Set the source tolerance. The higher the tolerance, the wider range of color you can remove.
- 4 Under Remove options, select the **Remove Redeye** option.
- 5 Using the brush, click and drag in the affected eye to remove the red pigment from the person's pupil.



Tip: You can also use this effect to change a person's eye color from their natural eye color to another color entirely by selecting **Change eye's color**.

Working with selections

In Photo Express, you need not use the entire photo as a canvas for editing. You can also make specific selections and work only within them. Selection areas can also be used to create 'objects' which can be moved around, positioned, warped, edited and otherwise changed independent of the rest of the photo.

To make a selection area:

- 1 Click the Edit: Selection submenu button to open the Selection tools on the Toolbar.
- 2 Choose the tool you want to use to make the selection.
 - **Shape** creates basic polygonal selections.
 - **Trace** draws freehand the shape of the selection.
 - **By Color** selects a specific color or range of colors and then select all the pixels in the photo that match that.
- 3 Draw your selection area on the photo.



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.



Painting photos

The Paint category 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. Paint lets you add to the existing scenery, sign your name, or even recolor elements.



To use the Paint tools:

- 1 On the Edit: Paint toolbar, click the Brush icon. A scroll opens revealing the different types of brushes available. Select a brush type, and the Options panel displays that brush's attributes.
- 2 Define the brush tip style by clicking the Shape icon. The 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, select a drawing style.
- 4 Define the brush head in the Size box, and the pigment of the paint to apply to the image.
- 5 Finally, set a transparency level and soft edge for the paint. This determines how strongly the paint is applied to 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.

Cloning people and things

Photo Express' Clone tool is a powerful utility for adding additional people and props into a photo that weren't there originally when the picture was taken. It combines the functionality of the paint tools with the technology to paint from one picture into another.

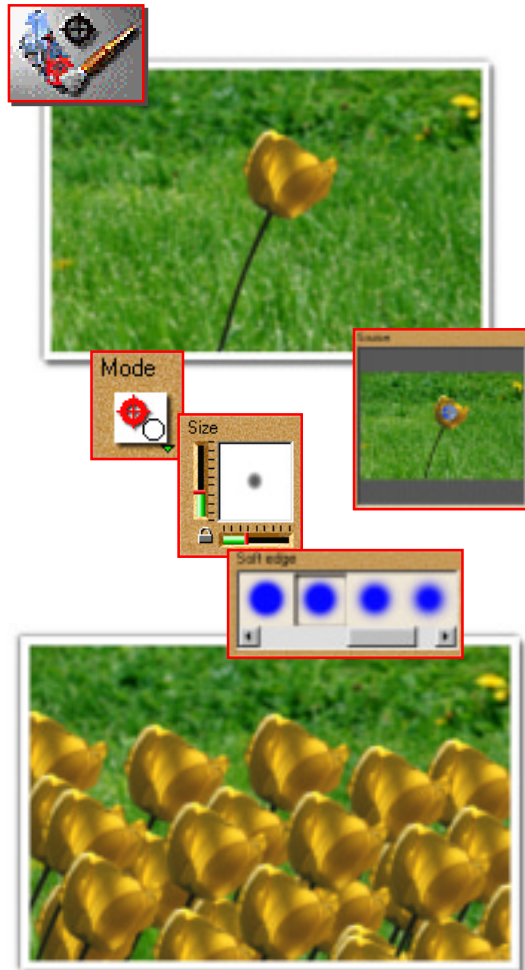
To clone people and objects:

- 1 Open the photo you want to clone into to 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 Click the Edit button on the Command panel, then click the Paint button on the submenu. The paint tools appear on the Toolbar.



Tip: You can keep track of your images by clicking the Thumbnail scroll. When the preview strip unfurls, click the image you want to switch to and it opens in the workspace.

- 4 Select the Clone tool; when the drawer opens, click one of the brush styles.
- 5 On the Options panel, under the Source tab, select your clone source from the Select photo thumbnail list.
- 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.



Working with text

Text is a great way to liven up any photo. It's a quick, and certainly easy, way to make postcards, greeting cards, invitations, and birthday cards on the fly using friends and family for that extra special touch. You can also add amazing text-only effects to the phrases you place on your images.



To add text to a photo:

- 1 Click Add/Edit button on the Edit: Text toolbar. 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. By default, the text is all 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 the text you wrote.
- 4 Click the New button. The new text is added to the photo.



Tips:

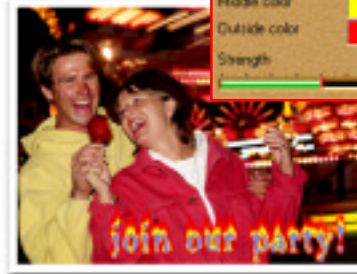
- You can edit existing text as many times as you want simply by selecting it in the workspace while using the Add/Edit text tool. When finished editing, click the Update button rather than the New button.
- To permanently join text with a photo, right-click over the text object in the workspace and select the Merge command from the pop-up menu.
- You can re-arrange multiple text-objects by using the Object level buttons on the Shortcut bar.

To add fire to text:

- 1 Select a text object.
- 2 Click the Edit: Text submenu button to open the Text tools.
- 3 Select the Effects icon on the Toolbar. The Effects drawer opens. Scroll the drawer to Fire and click it. The Fire options appear in the Options panel.
- 4 Select a preset and click Apply. The text is transformed to fire in the workspace.

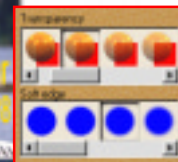
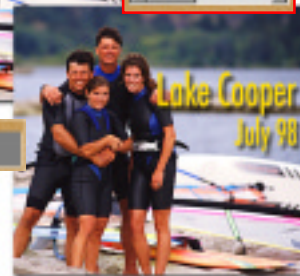
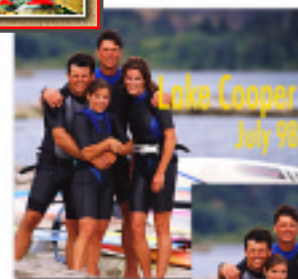


Tip: To create a halo of fire around a text object, select the object and copy it, then follow steps 1-4 above. When the second object becomes fiery, move it over the original text object to create a fire halo.



To add a shadow to text:

- 1 Select a text object.
- 2 Click the Shadow icon on the Edit: Text toolbar. The shadow options appear in the Options panel.
- 3 Adjust the position of the shadow in the Shadow position preview box by sliding the horizontal and vertical position sliders.
- 4 Adjust the Color, Transparency, and Soft edge of the shadow.
- 5 Click the Apply button. The shadow is added to the selected text object.



Special effects

Special effects are the icing on the cake for photos – not necessary, but indeed an exciting and fun addition to what you normally could do with your images. Effects such as Warp, Puzzle, Artist Type, and Emboss can make good images even better, while other effects such as Color, Focus and Lenses can draw out some of the more subtle qualities of a photo.



To turn a photo into a painting:

- 1 Click the Edit: Effects submenu button to open the Effects tools on the Toolbar.
- 2 Select the Artist Type icon.
- 3 When the Artist Type drawer opens, select a painting style.
- 4 Select a preset and click the Apply button. The Artist Type effect is applied to the image in the workspace.



Tip: Combine this effect with others to create some truly unique images. For example, use the Edit: Adjust - Sharpness tool to draw out the lines in a photo, then apply the Watercolor effect. This makes the colors stand out even more.

To add motion blur to a photo:

- 1 Click the Lenses icon on the Edit: Effects toolbar.
- 2 From the Lenses drawer, select Motion Blur. The Motion Blur options appear in the Options panel.
- 3 Select a Motion Blur preset and then click the Apply button. The selected effect is added to your photo.



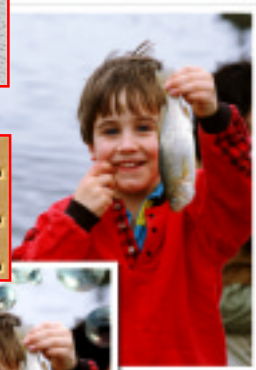
Tip: Use the Custom tab to change the angle and blur offset.

To add bubbles to a photo:

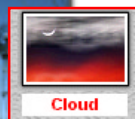
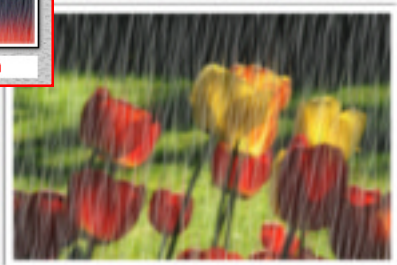
- 1 Click the Particle effects icon on the Edit: Effects toolbar.
- 2 From the Particle effects drawer, click the Bubble icon. The Bubbles options appear in the Options panel.
- 3 Select a preset and then click the Apply button. The bubble particles are added to the image in the workspace and merged.



Tip: To control the position and size of the bubbles, click the Custom tab.



Other effects you can do in Photo Express:



Printing photos

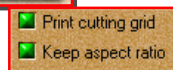
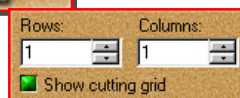
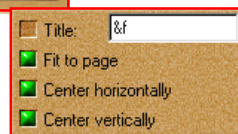
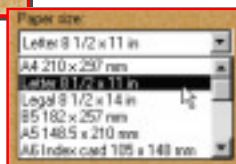
Once you've put the finishing touches onto your photos, it's time to print them out. Photo Express contains numerous printing options, letting you output posters and name cards in addition to its regular printing duties.

To print an image:

- 1 Select the image you wish to print from the Thumbnail scroll, or select an image or images from an available album.
- 2 Click the Print button on the Command panel. The print tools appear on the Toolbar.
- 3 Select a print tool to use.
 - **Normal** lets you print images normally on various different types of paper (from Letter to A4 to envelopes).
 - **Tile** resamples the image down to tile it multiple times on the page, creating custom 'picture cards' or postcards.
 - **Poster** resamples the picture up, allowing you to print portions of it on separate pieces of paper effectively creating posters and banners.
- 4 Click Print.



Tip: You can also print album thumbnails. For more on this, see page 13.



Saving photos

After work on your photo is complete, you'll want to save it. In Photo Express, you can save a photo in a variety of different image file formats. Each file format has its own unique properties and characteristics. Some formats, however, are better than others for specific situations, such as saving for the Web are.

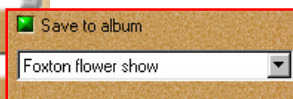
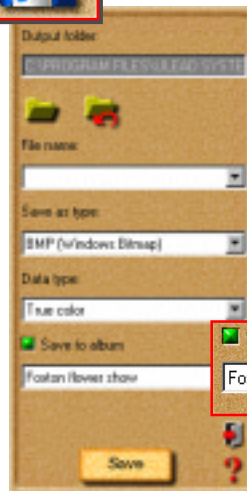
To save a photo:

- 1 Click the Share button on the Command panel. The Toolbar displays the different Share tools.
- 2 Click the Save button on the Toolbar. The Save options appear in the Options panel.
- 3 Enter the location, name, file type, and data type.
- 4 Select an album from the **Save to album** drop-down menu.
- 5 Click Save.



Tips:

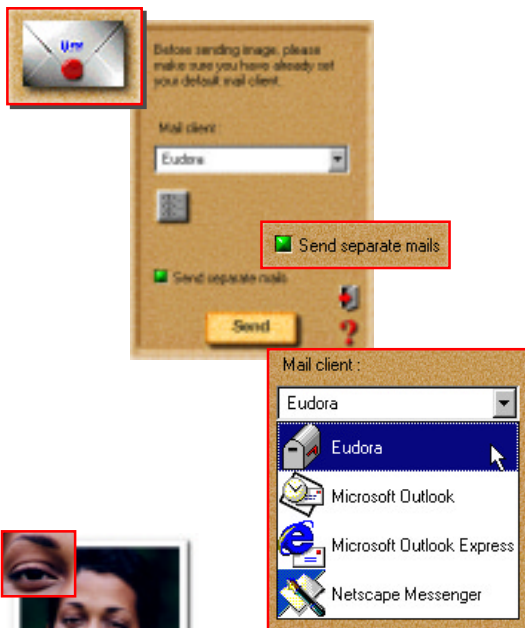
- Data type describes how much color information the image is saved with. The more color information included in the file, the larger the file tends to be. The highest color data type is True Color and files saved with this data type can be very large. Indexed-256 and Grayscale each contain up to a maximum 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 its overall quality; UPX for saving photos with unmerged, free-floating objects. These objects can be used again when the file is re-opened.



The same image in True Color, above, and Indexed-256 color, right.

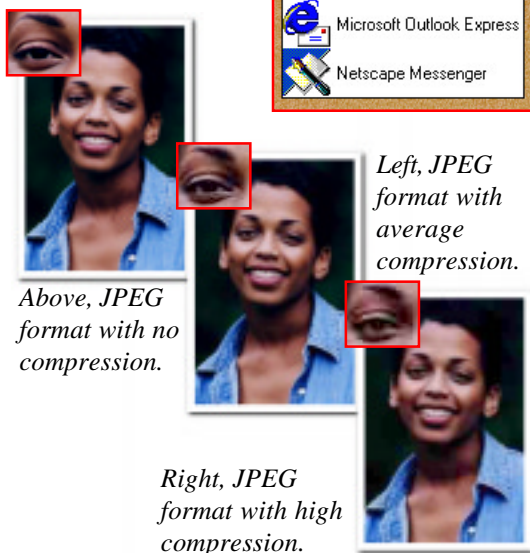
E-mailing photos to family & friends

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 re-printing images at a photo developers.



To send an image via e-mail:

- 1 Select the image you want to send from the Thumbnail scroll or select a series of images from an active album.
- 2 Click the Share button on the Command panel. The Share tools appear on the Toolbar.
- 3 Click the E-mail icon on the Toolbar. The e-mail options appear in the Options panel.
- 4 To send more than one image in individual mails, select the **Send separate mails** option. Otherwise, by default, all open images are sent in the same mail (this is not recommended in order to reduce download time).
- 5 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.

Faxing photos

Another great way of sharing photos with family, friends, or even co-workers is by faxing them. They make a great surprise invitation, impromptu birthday card, or spontaneous greeting card.

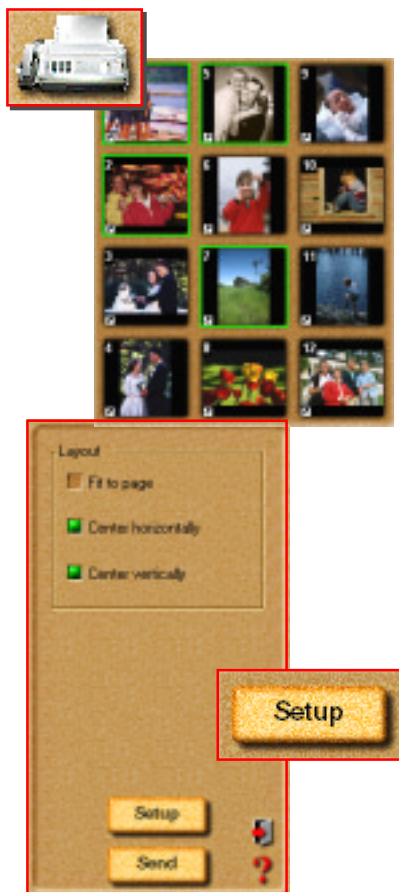
To send an image via Fax:

- 1 Select the image you want to fax from the Thumbnail scroll or select a group of thumbnails from an album.
- 2 Click the Share button on the Command panel. The share tools appear on the Toolbar.
- 3 Click the Fax icon on the Toolbar. The Fax options appear in the Options panel.



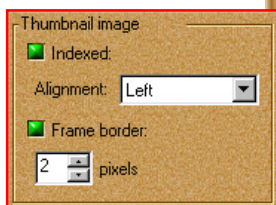
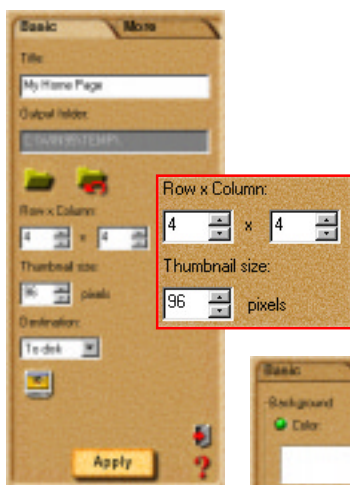
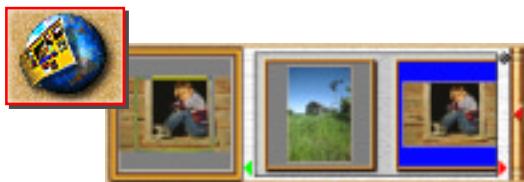
Note: You must have Microsoft Fax installed before you can send an image by this method.

- 4 Set the layout of the image on the printed Fax page.
 - **Fit to page** forces the image to fit in its entirety on a single page.
 - **Center horizontally** and **Center vertically** centers the image relative to the page margins.
- 5 Click the Setup button to set up your Fax parameters if necessary. This opens the Microsoft Fax software's dialog box.
- 6 Click Send.



Making web pages

Finally, one of the coolest ways to share photos with people is by outputting them to HTML web pages that you can either send via e-mail or post to a website for the whole world to see and enjoy.



To put an image on a web page:

- 1 Select the image you want to use from the Thumbnail scroll or select a range of thumbnails from an album.
- 2 Click the Share button on the Command panel. The share tools appear on the Toolbar.
- 3 Click the Web page icon on the Toolbar. The Web page options appear in the Options panel. These options let you create a new Web page with a thumbnail of the selected image or images. Each image is linked to a full sized version users can view simply by clicking the thumbnail.
- 4 Define the page's layout.
- 5 Once you've finished setting up your new web page, enter the folder you want to save it to in the Output folder box on the Basic tab, set the Destination to Disk, and click Apply. The HTML page and any associated files are saved to the folder you specified.



Tip: E-mail your web pages to a friend by selecting *To Mail* from the Destination drop down menu. Web pages sent by e-mail are bundled in self-extracting executable files. This file can be unpacked by double-clicking its icon. The executable file is saved in the folder specified in your e-mail program to save attachments in.

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. They are great for keeping your loved ones close, in addition to being a convenient way to keep track of important dates in style.

To create calendars:

- 1 Get the image you want to use as the calendar image.
- 2 Click the Express button on the Command panel and then select the Calendar icon from the Toolbar.
- 3 Choose a type of calendar from the samples and modify it to fit your needs.

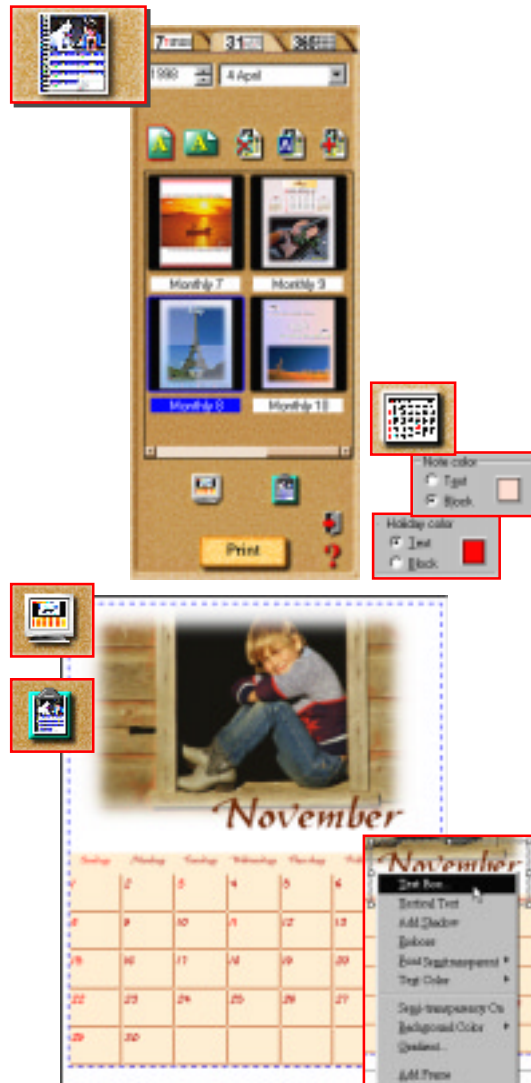
Click and drag the photo or date object to move it. Or, resize it using the control handles on the image's border.

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.

- 4 When your calendar is ready, set it as Windows wallpaper by clicking the Wallpaper icon in the Options panel, or send it to the Windows clipboard (to paste it into other applications) by clicking the Clipboard icon. Finally, print the calendar by clicking the Print button.



Tip: On the Shortcut bar, click the Command Menu icon to open the Calendar Command Menu. This is where you define the properties of the calendar, such as font, colors, and text style, among other things.



Daily planners can be made on the fly, using the calendar command with some slight modifications. Use them at school to organize class schedules, or at work to make appointments. Like calendars, you don't even need to print them out – drop the planner onto your desktop and your weekly schedule is only a mouse-click away!



To create a daily planner:

- 1 Get the photo you want to add to your planner, then click the Express category button on the Command panel.
- 2 Click the Calendar icon on the Express toolbar.
- 3 Click the 7-day tab in the Options panel.
- 4 Set the week you want to use for the daily planner.
- 5 Click the Planner button on the Shortcut bar. The Planner dialog box opens.
- 6 Add notes to specific dates by clicking that date's number in the Planner dialog box. You can also add clipart to signify holidays and define permanent holidays specific to your family, region, or culture.
- 7 Click the color boxes at the top of the Planner dialog box to customize note and holiday colors.
- 8 Click OK when you're finished. When you return to the Calendar Options panel, you can either print out your new planner, save it to the Windows clipboard for use in other programs, or turn it into Windows wallpaper.



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 are output as either image sequences or animated GIF files.

To morph an image:

- 1 Get the photo you want to morph from an album or from your hard disk.
- 2 Click the Express button on the Command panel. The Express extras appear on the Toolbar.
- 3 Select the Morph icon from the Toolbar.
- 4 Choose a transformation from **Type**. To use the transformation, move your mouse cursor into the workspace and start 'painting'.
- 5 On the Shortcut bar, click the Add Item to Storyboard button. This adds the current image to the Storyboard.

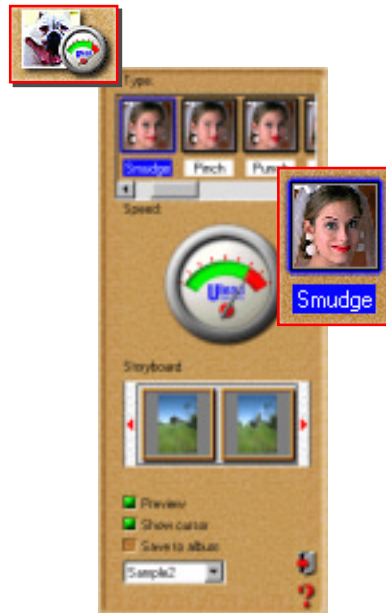


Tip: You can remove the effects of a transformation and return the image to its original state by clicking the Restore button on the Shortcut bar. Also, click the Play button to view an on-the-fly rendering of the animation.

- 6 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 Get mode, select a series of images from an album. Press the Ctrl key as you click on the thumbnails to add them to your selection. Selected thumbnails are highlighted in green.
- 2 Click the Express button on the Command panel. The Express extras appear on the Toolbar.
- 3 Select Screen Saver from the Toolbar.
- 4 Set the Transition effect to Random.
- 5 Enter a delay of 5 seconds. This is the length of time each image is displayed on the screen before cycling to a new image.
- 6 Select the **Resize large images to fit screen size** option.
- 7 Click Apply. The next time Windows engages a screen saver, it will use the one you just created.



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

Photo wallpaper

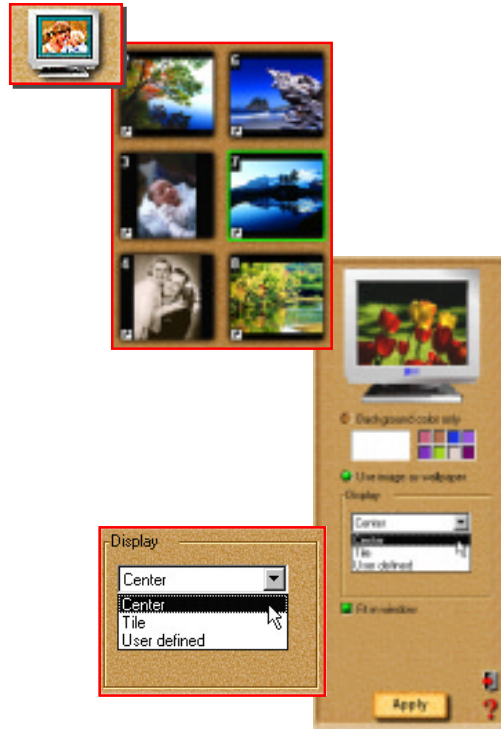
Photo Express lets you save photos as Windows Desktop Wallpaper. This is a great way to customize a specific user's desktop with images of the ones they hold close to their heart. There's no better way to personalize your computing work environment than by adding pictures of your children or parents to the desktop!

To make photo wallpaper:

- 1 Get the photo you want to use from either an album or from file.
- 2 Click the Express button on the Command panel. The Express extras appear on the Toolbar.
- 3 Select the Wallpaper icon on the Toolbar.
- 4 Choose **Center** from the Display drop-down menu.
- 5 Click the **Fit in window** option to force fit the photo to the dimensions of your screen.
- 6 Click Apply.



Tip: Use the preview monitor to get an idea of how your photo will look when set as desktop wallpaper.



Working in Project mode

The Project mode gives you a focused environment in which to create custom greeting cards, calendars, invitations, birthday and anniversary cards, name cards, and planners. The Project mode is useful for getting through a 'project' as quickly and efficiently as possible. It is where Photo Express lives up to its name, speeding you through all the necessary tasks while keeping all the unnecessary or extraneous components secure in the background. While in Project mode, you can only open template files, but you can add photo files of any image type to your templates in the process of customizing them.



To begin a new project:

- 1 Click the Project tab when you start Photo Express. Photo Express then switches over to Project mode, which contains slightly different options and commands than Photo mode.
- 2 Click the album icon on the Toolbar and then select an album from the Options panel. Albums are categorized by type, such as Flyers, Greeting Cards, and Invitations to name a few.
- 3 Choose a template from the album and click the Edit button on the Command panel. The template opens into the workspace.



Tip: You can create your own, custom templates in Photo mode. 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 multiple components, usually a combination of text and photos with a decoration or two perhaps thrown in. To change any one of these components, simply select it and choose the appropriate tools from the Toolbar.

To replace images in a template:

- 1 Click the Edit button on the Command panel. When the submenu opens, click Place. The Place tools appear on the Toolbar.
- 2 Click the Album icon.
- 3 In the Options panel, select the image you want to insert from an available album.
- 4 Click Replace.



Tip: You can also insert images that are already open in the workspace. Simply click the Workspace icon on the Place toolbar and select the image you want to add to the template.



To move one object over another:

- 1 Select the object you want to shift up.
- 2 Click the Move Object Up button on the Shortcut bar. This moves the object up one level, placing it above and over objects lower than it in the hierarchy.



Tip: Use the Move Object Down button to place the object below other objects.



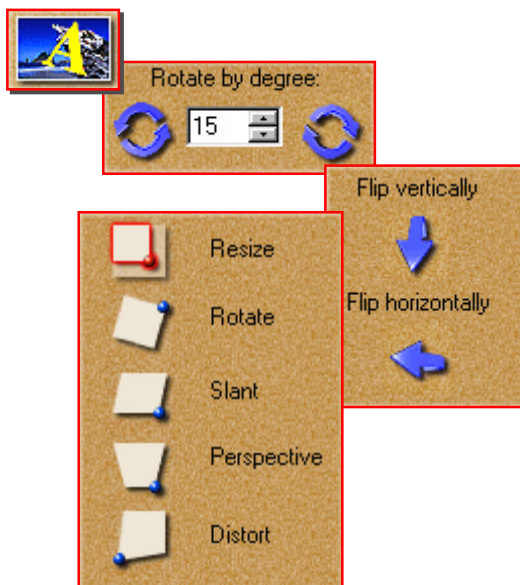


To zoom in and out on objects:

- 1 Click the SmoothZoom icon on the Shortcut bar while in the Edit category.
- 2 In the workspace, click the left mouse button to zoom in. SmoothZoom technology lets you continuously zoom as long as you press the mouse button. To zoom out, press the right mouse button.



Tip: To target a specific area, click in the workspace and drag, forming a selection box. When you release the mouse button, Photo Express zooms specifically into the area you selected.



To transform text objects:

- 1 While in the Edit category, click the text you want to transform.
- 2 Click the Text button in the Edit submenu on the Command panel.
- 3 Click the Transform icon on the Toolbar.
- 4 In the Options panel, select a transformation, such as Perspective.
- 5 Using your mouse cursor, grab a transformation handle on the selected text object, and proceed to warp it.



Tip: This effect works really well when used together with the Text: Shape tool.

Adding decoration

One category of tools on the Edit menu in Project mode is unique to that tab: Decoration. These are special, object-based effects such as Frames, Edges and Props you can use to enhance photo objects in a project.

To add special edge effects to a photo object:

- 1 Select a photo object.
- 2 Click the Decoration button on the Edit submenu of the Command panel.
- 3 Click the Edges icon on the Toolbar.
- 4 From the Edges drawer, click the Magic icon. This opens the Magic Edges options in the Options panel.
- 5 Select a Magic Edges preset and click Apply.



Tip: You can create unique Magic Edges by clicking the Custom tab in the Magic Edges Options panel.



To add frame to a photo object:

- 1 Select a photo object.
- 2 Click the Frames icon on the Toolbar.
- 3 Select a frame from the Options panel.
- 4 Click Apply.



Note: You cannot apply frames to a background image.





To add special backgrounds:

- 1 Click the Decoration: Background icon on the Toolbar.
- 2 Select a background image from the Options panel.
- 3 Click Apply.



Tip: You can define how a background image is tiled in your template workspace. Center fits the entire image into the area; Tile repeats the image over and over in a regular pattern; and Color fills the area with a solid color instead of an image.



To add props:

- 1 Click the Decoration: Props icon on the Toolbar.
- 2 Select a prop category on the Options panel. The props for that category appear.
- 3 Select one of the clipart images.
- 4 Click Apply.



Tip: To remove the shadow on a clipart image, right-click over it in the workspace and select the Remove Shadow option. You can restore the shadow by clicking the Shadow icon on the Decoration toolbar.

Printing templates

As with Photo mode, Project mode lets you print your work when you're finished with it. The same options available in Photo mode apply in Project mode as well. For more on printing, see page 27 and the online help.

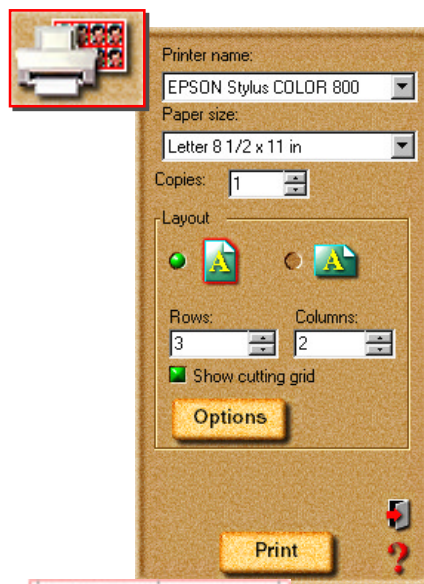
To print a template as name cards:

- 1 Click the Print button on the Command panel.
- 2 Select the Tile icon from the Toolbar. The Tile options appear in the Options panel.
- 3 Enter the number of rows and columns. This establishes how many name cards are printed per page.
- 4 Select your printer from the Printer name drop-down menu.
- 5 Select the paper size you want to use from Paper size drop-down menu.
- 6 Click Print.



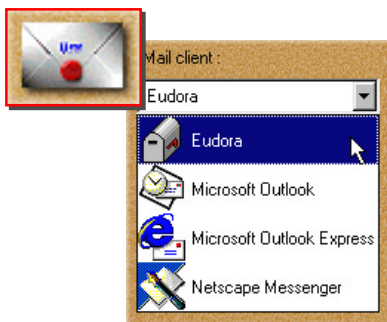
Tips:

- 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 such things as X- and Y- offset, spacing, and image size, among others.
- To setup your printer options, click the Printer Properties icon on the Shortcut bar.



Sharing templates

Sharing templates works exactly the same way as sharing photos in Photo mode. You can print, e-mail, fax, or output them to web pages. For more on these tools, see pages 27-31 and the online help.

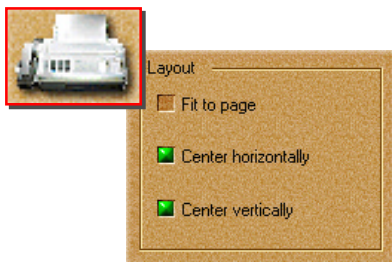


To e-mail a template:

- 1 Click the Share: E-mail button on the Command panel.
- 2 Click Send.



Tip: Select your default e-mail client from the Mail client drop-down list for help on how to set it to work properly.

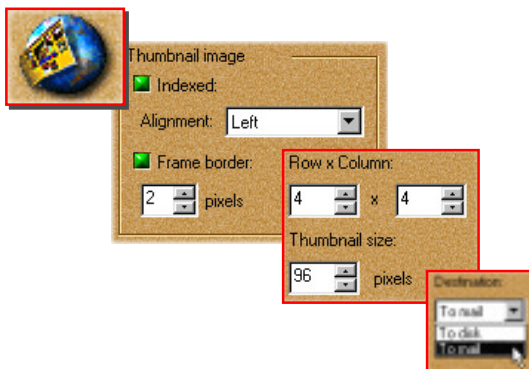


To fax a template:

- 1 Click the Share: Fax button on the Command panel.
- 2 Set the desired Layout options.
- 3 Click Send.



Tip: Microsoft Fax must be installed first before you can use this feature.



To output a template as a Web page:

- 1 Click the Share: Web Page button on the Command panel.
- 2 Setup the web page's parameters (i.e. number of rows and columns of the images to display per web page).
- 3 Select To Mail from the Destination drop-down menu.
- 4 Click Apply.

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Glossary

Album

A database that displays a visual representation of image files analogous to a real world photo album.

Clone

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

Command panel

The large panel on the left side of the Photo Express interface that holds all the commands and functions.

Custom tab

Contains options of a selected tool or effect that you can modify to better suit your needs.

Decoration

Contains tools and effects that can add creative touches to simple images and enhance them.

Edges

A special effect that lets you add torn paper edges to the borders of a picture.

Effects

Tools that you can use to enhance your pictures or modify their appearance according to your purpose.

Express

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

Fill

The process of applying color into a region.

Frame

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

Gradient

A gradual transition between two or more colors.

HTML

HTML is the dominant language for publishing hypertext on the World Wide Web. It is a non-proprietary format, based upon SGML and can be created and processed in a wide range of tools from simple plain text editors to sophisticated WYSIWYG (What You See Is What You Get) authoring tools. HTML uses tags like `<h1>` and `</h1>` to structure text into headings, paragraphs, lists, hypertext links and more.

Magic texture

Contains random color patterns that you can use to fill an object or selection with, or use it as background.

Morph

Smooth transformation of one image's appearance into another. It is simply a way of processing a warping sequence, creating an animated image.

Object

An identifiable component that is self-contained. In Photo Express there are image, frame, shadow, text, and background objects (and a few others), each with their own characteristics and attributes.

Options panel

This is located at the right side of the Photo Express program UI (User Interface). This is where you can modify the attributes of a selected tool in order to achieve desired results.

Paint tools

Offers a range of brushes you can use to apply "electronic paint" to your images.

Presets

Settings of different effects and functions provided in Photo Express that appear as thumbnails in the panel. You can quickly enhance your image by simply clicking and dragging or double-clicking a thumbnail to apply to your image.

Project Tab

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

Props

Provides 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 tears, removing redeye, 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, or output them to an HTML file.

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 sound track, and the delay timing.

Soft edge

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 are most commonly used. By creating templates, you will be able to save time in the design stage. You can easily and quickly plug in desired images and text to your project.

Thumbnail

A small, low resolution representation of an image.

Thumbnail scroll

A small window located at the bottom left of your screen. This holds all the images and projects that you have open at this session. You can click the red arrow to unroll the scroll and choose the image you want to currently work on.

Toolbar

Located at the upper section of the program UI that contains the available tools of a selected command.

Touch-up

Fix imperfections in your photos.

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.

