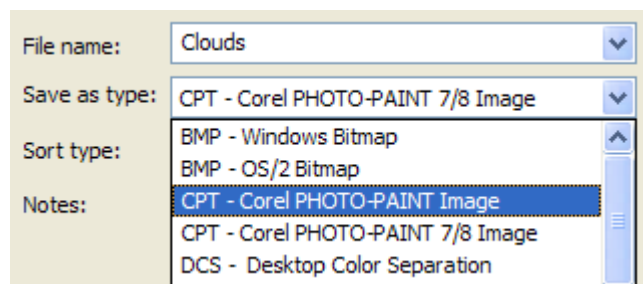# Tutorial 1
Basic Picture Editing

All exercises are to be saved together in one place. Be sure to save each file as the proper file <u>name</u> and file <u>type</u>.

1) Create a new folder in your student folder called "***Last Name Tutorials***". An example would be "***Smith Tutorials***". Save each file that you create to this folder **<u>only</u>**.
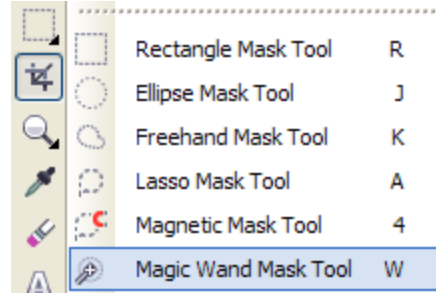   (To create a new folder simply click **New Folder** on the menu bar)

2) Browse to the ***Computer Graphics > Learn*** folder. Open the <u>Clouds</u> file.

3) Select *Image > Resample*. This option is how you re-size images.

   a. Change the width to 4.5 inches. The height will adjust automatically.
   b. Click OK

4) Press **F4** (keyboard shortcut) to automatically size the image to fit the screen.

5) Save the file as a **<u>.cpt</u>** file to ***My Documents > "Last Name Tutorials"*** folder. Use the dropdown menu from the save screen to see what kind of file you are saving. <u>Make sure the file is called "Clouds".</u>

   a. A .cpt file is the native file format of PhotoPaint. It is similar to a .cdr file created in Corel Draw. <u>All layers and masks are saved in this format</u>.

File name:	Clouds	
Save as type:	CPT - Corel PHOTO-PAINT 7/8 Image	
Sort type:	BMP - Windows Bitmap	
	BMP - OS/2 Bitmap	
	CPT - Corel PHOTO-PAINT Image	
Notes:	CPT - Corel PHOTO-PAINT 7/8 Image	
	DCS - Desktop Color Separation	

6) Minimize the <u>Clouds</u> file within PhotoPaint. Go to ***File > Open >*** and select the **<u>B_fly</u>** file from the Learn folder.

7) Use the *Magic Wand* mask tool and click on any of the white area around the butterfly.

	Rectangle Mask Tool	R
	Ellipse Mask Tool	J
	Freehand Mask Tool	K
	Lasso Mask Tool	A
	Magnetic Mask Tool	4
	Magic Wand Mask Tool	W

8) Invert (Reverse) the mask. Go to **Mask > Invert**. The butterfly should now be masked instead of the white area.

9) Hit Ctrl+C to copy. Anything inside of a mask is automatically copied. Thus you should copy only the butterfly.

10) Activate your <u>Clouds</u> file again. Then hit Ctrl+V to paste your butterfly into this document.

11) Move the butterfly object to the upper left corner of the window.

12) Save the file again. Make sure you are saving it as a .cpt file, and it is named <u>Clouds</u>. Don't close out of it though!

13) Using the "*Object Pick*" tool, click on the butterfly so that the re-sizing handles appear at the corners.

14) The "*Objects*" docker should already be open on the right side of the page. If it isn't, go to **Window > Dockers > Objects**.

15) Observe the objects listed in the docker. Double click on *Object 1*. Type the name *Butterfly* in the Name box and click **OK**.

      a.   This allows you to keep track of many separate objects by **Naming** them.

16) Click the "Pick" tool again, and select the butterfly. Grab the selection handles at a corner, and drag it inwards to re-size the butterfly. Make it approximately half the size as the original.

17) *Rotate* the butterfly by clicking on the object again. Clicking repeatedly on the object cycles through the different options. Rotation is the 2nd option, and looks like this:
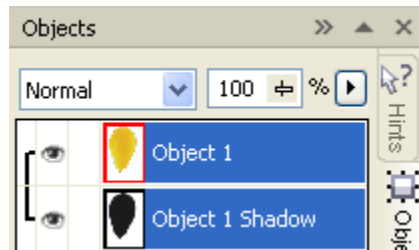

Hold down the Ctrl key while rotating, and it will constrain the rotation to 15 degree increments. Releasing the key lets you freehand rotate.
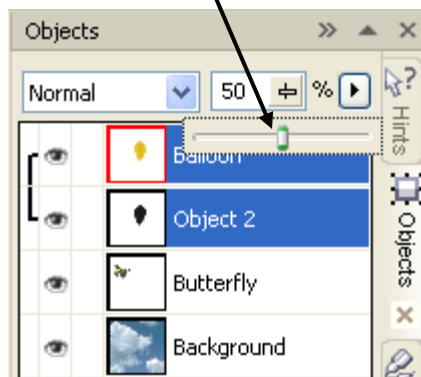
Rotate the butterfly *15 degrees to the right*

18) Next select **Effects > Texture > Plastic.** This will apply an effect to the butterfly only. Click **OK**.

19) Save your file to back up your work.

20) Go to *File > Open* and select the Balloon file out of the Learn folder.

21) Look at the *Objects* docker. You will see that this image contains two objects. One for the balloon, and another for the drop shadow.

22) Copy the *Balloon* file.

23) Re-activate the Clouds file on your screen. Paste the balloon image into the Clouds image.

24) Double click on *Object 3*, and rename Balloon.

25) With the balloon thumbnail selected in the docker, drag the opacity slider at the top to 50%. This will adjust the transparency of the object, and allow the clouds in the background to shine through.

26) Next, select **Object > Flip > Horizontally.** This is how you *Mirror* the Balloon object.

27) Click Save on your *Clouds* file. Exit all the other files. DO NOT SAVE THESE Keep the *Clouds* file open.

28) Open the next image. Go to the **Learn** folder and open the <u>Appleboy</u> file.

29) Draw an *oval* mask around the boys face using the *ellipse mask* tool.

Masking Tools ⟶

	Rectangle Mask Tool	R
	Ellipse Mask Tool	J
	Freehand Mask Tool	K
	Lasso Mask Tool	A

Example: using the *ellipse* mask tool on Appleboy's face.

30) Hit Copy (Ctrl+C) to copy the masked area of the face to the clipboard. Then activate your <u>Clouds</u> file, and hit paste. Only the part of <u>Appleboy's</u> face you masked should now be in your Clouds picture.

31) Rename the new object in the objects docker to "**Boy**".

32) Move the boy to the lower left corner of the <u>Clouds</u> image.

33) Click on the "Boy" object. Go to *Effects > Color Transform > Psychedelic*. Play with the settings until you find a favorite.

34) Go to *Effects > 3-D Effects > Page Curl.*

35) Refer to the Final Example below. Save your work as a **.cpt** file to your *Last Name Tutorials* folder. The file name should be Clouds.

   a. **DO NOT SAVE** separate Appleboy, Balloon, or B_fly files. Simply X out without saving changes. Only save the one file Clouds.

Final Example

Make sure you named all layers correctly.