

Notes

This book contains the **Menus**, **Toolbars** and **Shortcuts** details taken from the Serif PhotoPlus X2 Help menu.

Much of the information here also applies to earlier versions of PhotoPlus, with the exception of any new features that PhotoPlus X2 has.

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Standard toolbar



Photo Studio toolbar



Context toolbar



Tabs

A screenshot of the software interface showing several overlapping panels. The 'Colour' panel is at the top, showing 'Colour Mode: RGB' and a red channel slider set to 255. Below it is the 'Navigator' panel showing a zoomed-in view of a document. The 'Documents' panel shows a list of documents, with 'visref_sam' selected. The 'Layers' panel is in the foreground, showing a list of layers: 'Main Text', 'Surfer Girl', 'Filter Layer', and 'Background'. The 'How To' panel is at the bottom, showing a 'Welcome!' message and a list of categories: 'Fixing Photos', 'Being Creative', and 'Makeover Studio'. The 'Tools toolbar' is visible on the left side of the interface.

Position: 142.0pix, 557.0pix RGB: 177 202 228 O:100%

Hintline

Shift+Ctrl+U	Show Image Adjustment Curves
Ctrl+D	Deselect pixels (select nothing)
Ctrl+A	Select all
Ctrl+X	Cut selection to Clipboard
Shift+Ctrl+D	Reselect
Shift+Ctrl+I	Invert selection
Ctrl+B	Load Image Browser
Ctrl+M	Switch on/off grid
Ctrl+Q	Switch on/off guides
Ctrl+R	Switch on/off rulers
Ctrl+N	New image
Ctrl+O	Open file
Ctrl+P	Print
Ctrl+S	Save
Ctrl+F4	Close current image window
Alt+F4	Exit PhotoPlus

Other keyboard shortcuts

F1	Display the Help Contents screen
Tab	Show/hide all visible tabs (not toolbars)
Ctrl+Tab	Switch between image windows

Edit Menu

Commands for Clipboard (cut & paste) and related actions.
Shortcut: [Alt+E](#)

Undo <action>

Undoes the most recent change to the current image. **Undo** is greyed out when not available. To set undo options, choose **Preferences...** from the File menu.

Tip: You can also use the Undo button on the Standard toolbar, or press [Ctrl+Z](#).

Redo <action>

Reverses the most recent undo action. Greyed out when not available.

Tip: You can also use the **Redo** button on the Standard toolbar, or press [Ctrl+Y](#).

Cut

Deletes the contents of the selected region of the active layer (or of the whole layer if there's no selection) and places a copy on the Windows Clipboard. On the Background layer, the cut region exposes the current background colour. On other layers, it exposes transparency.

Tip: You can also use the **Cut** button on the Standard toolbar, or right-click on the object, or press [Ctrl+X](#).

Copy

Copies the contents of the selected region of the active layer (or of the whole layer if there's no selection) to the Windows Clipboard.

Tip: You can also use the **Copy** button on the Standard toolbar or press [Ctrl+C](#). To duplicate a selection on the same layer, hold down the [Alt](#) key and drag with the Move tool.

Copy Merged

Copies the contents of the selected region (on all visible layers) to the Windows Clipboard.

Tip: You can also press [Shift+Ctrl+C](#).

Paste >

Displays a submenu with the following choices:

- **As New Image**

Creates a new image file from the contents of the Windows Clipboard.

Tip: You can also use the **Paste** button on the Standard toolbar, or press [Ctrl+V](#).

- **As New Layer**

Inserts the contents of the Windows Clipboard as a new layer above the active layer in the current image.

Tip: You can also press [Ctrl+L](#).

• **Into Selection**

Inserts the contents of the Windows Clipboard centred and scaled to fit into the current selection, replacing existing pixels. Greyed out if nothing is selected, or if the active layer is a text layer.

Tip: You can also press **Shift+Ctrl+L**.

Clear

Deletes the contents of the selected region without placing a copy on the Windows Clipboard. On the Background layer, the deleted region is replaced with the current background colour. On other layers, it is replaced with transparency.

Tip: You can also press the **Delete** key. If you accidentally delete a selection, immediately choose **Undo** from the Edit menu.

Fill...

Displays a dialog that lets you flood-fill a region with any colour or pattern. (See the topic [Filling a region](#).)

Outline...

Creates a coloured border of variable width, colour and opacity around any current selection area. Works on a standard or Background layer but not on Text or Shape layers. (See the topic [Filling a region](#).)

Create Pattern...

Stores the currently active image or selection in the Patterns gallery so that you can use it later as a pattern applied via the Pattern Tool or Fill command. Displays a dialog where you can specify the category where you want to store the pattern. (See the topic [Using patterns](#).)

Extract...

Displays the Extraction window, with controls that let you isolate one portion of a layer. In the window, you brush an outline around the edges of a region you want to extract from the rest of the image, then mark a foreground area to be retained—usually inside the outline. (See the topic [Extracting part of an image](#).)

! Optionally, use the **Extract** button on the **Photo Studio** toolbar.

Guides...

Displays a dialog that lets you add or remove horizontal or vertical guide lines. To add a guide, select a unit (for example, centimetres, pixels, percent, etc.), specify Vertical or Horizontal, select or type a guide location, and click **Add**. To remove a guide, select it in the list and click **Remove**. Use **View/Snap to>Guides** with Snapping enabled to align drawn elements and selections with nearby guide lines.

! **TIP:** You can use the **Move Tool** to reposition guide lines once you've created them. You can delete an individual guide line without using the dialog, simply by dragging it out of the window.

! **TIP:** Can't see your guides in the dialog? Check that you've got the correct **Vertical** or **Horizontal** radio button selected.

Here's a summary of shortcuts for PhotoPlus menu items:

Ctrl+Z	Undo last action
Ctrl+Y	Redo last undone action
Ctrl+C	Copy selection or layer to Clipboard
Shift+Ctrl+C	Copy merged (all layers as one) to Clipboard
Shift+Ctrl+L	Paste from Clipboard into selection
Ctrl+V	Paste from Clipboard as new image
Ctrl+L	Paste from Clipboard as new layer
Ctrl++	Zoom in
Ctrl+-	Zoom out
Ctrl+0	Zoom to Fit
Ctrl+[Move Layer Up
Ctrl+]	Move Layer Down
Ctrl+G	Group Layers
Shift+Ctrl+G	Ungroup Layers
Ctrl+J	New Layer from Selection Copy
Shift+Ctrl+J	New Layer from Selection Cut
Ctrl+K	Link Layers
Shift+Ctrl+K	Unlink Layers
Alt+[Select layer above
Alt+]	Select layer below
Ctrl+E	Applies last effect
Shift+Ctrl+B	Show Image Adjustment Colour Balance
Shift+Ctrl+E	Show Image Adjustment Levels
Shift+Ctrl+H	Show Image Adjustment Hue/Saturation/Light

Deform Tool, Deform Mesh Tool, Shape Edit Tool

Use..			then drag corner handle to..
Shift	-	-	resize/rotate relative to fixed point with constrained aspect ratio or rotate at 15° angle intervals, respectively.
-	Alt	-	resize (unconstrained) relative to fixed point.
-	-	Ctrl	skew freely.
Shift	Alt	-	resize relative to fixed point while constraining aspect ratio. Dragging an edge handles produces a squash/stretch effect.
Shift	-	Ctrl	skew along selection edge. Dragging an edge handle yields a constrained skew effect, moving the edge along its line.
-	Alt	Ctrl	skew constrained relative to fixed point. Dragging an edge handle produces a skew effect relative to the fixed point.
Shift	Alt	Ctrl	change perspective. Edge handle constrains skew relative to a fixed point.

Image Slice Tool

- To draw a vertical slice guide, hold down the [Shift](#) key and click.

Image Map Rectangle Tool

- To constrain the hotspot to a square, hold down the [Ctrl](#) key while dragging.

Menu shortcuts

Every menu item has a keyboard shortcut, which is a useful alternative to navigation by mouse.

To display a menu:

- Press the [Alt](#) key followed by the underlined letter in the menu name. The menu appears. For example, pressing [Alt+F](#) displays the File menu.

To select an item from a displayed menu:

- Press the key underlined in the menu item. For example, pressing [Alt+F+S](#) is the same as choosing Save from the File menu.

Effects Menu

Commands for applying special effects to the active layer or a selected region.
Shortcut: [Alt+T](#)

<Last Effect>

Re-applies the last effect that was previously applied to an image.

! The menu lists the name of the last effect applied, for example [Twirl](#), [Sharpen](#), etc. If no effect has been applied to the image, the option is greyed out

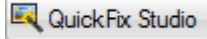
Filter Gallery...

Provides a gallery dialog for applying single or multiple filter effects with supporting preview pane.

Optionally, use the  button on the [Photo Studio toolbar](#).

QuickFix Studio...

Displays a studio environment that lets you perform some of the more common image corrections. (See [topic](#).)

Optionally, use the  button on the [Photo Studio toolbar](#).

Distort >

Displays a submenu with the following choices:

• [Twirl...](#)

Displays a dialog that lets you apply the Twirl distortion effect. (See [topic](#).)

• [Ripple...](#)

Displays a dialog that lets you apply the Ripple distortion effect. (See [topic](#).)

• [Wave...](#)

Displays a dialog that lets you apply the Wave distortion effect. (See [topic](#).)

• [Pinch/Punch...](#)

Displays a dialog that lets you apply the Pinch (concave) or Punch (convex) effect. (See [topic](#).)

• [Sphere...](#)

Displays a dialog that lets you apply the Sphere distortion effect. (See [topic](#).)

• [Cylinder...](#)

Displays a dialog that lets you apply the Cylinder (horizontal or vertical stretch or squash) effect. (See [topic](#).)

• [Polar Coordinates...](#)

Displays a dialog that lets you apply the Polar Coordinates distortion effect (changing X/Y coordinates to polar, or vice versa). (See [topic](#).)

- **Offset...**

Displays a dialog that lets you apply the Offset distortion effect. (See [topic](#).)

- **Tiles...**

Displays a dialog that lets you apply the Tiles effect. (See [topic](#).)

- **Displace...**

Displays a dialog that lets you apply the Displace effect. (See [topic](#).)

- **Glass...**

Displays a dialog that lets you apply the Glass effect. (See [topic](#).)

- **Lens Distortion...**

Displays a dialog that lets you apply the Lens Distortion effect. (See [topic](#).)

- **Lens Vignette...**

Displays a dialog that lets you apply the Lens Vignette effect. (See [topic](#).)

- **Chromatic Aberration Remover...**

Displays a dialog that lets you apply the **Chromatic Aberration Remover** effect. (See [topic](#).)

Blur >

Displays a submenu with the following choices:

- **Blur**

Applies a basic Blur effect. Reapply to intensify the effect. (See [topic](#).)

- **Blur More**

Applies a stronger Blur effect. Reapply to intensify the effect. (See [topic](#).)

- **Average Blur...**

Displays a dialog that lets you apply a basic variable Blur effect. (See [topic](#).)

- **Average Colour**

Displays a dialog that lets you apply the 'average colour' to a selection or layer. The effect calculates the average colour in the current selection or layer, then applies it throughout that selection or layer. (See [topic](#).)

- **Gaussian Blur...**

Displays a dialog that lets you apply the Gaussian Blur effect, which averages pixel values along a Gaussian or bell-shaped curve. (See [topic](#).)

- **Motion Blur...**

Blurs to simulate motion. (See [topic](#).)

Using shortcuts

Tool shortcuts

Selection tools

- To **constrain** the selection's proportions (for example, to a square or circle), hold down the **Ctrl** key while dragging.
- To **add** to the existing selection, hold down the **Shift** key while dragging.
- To **subtract** from the existing selection, hold down the **Alt** key while dragging.
- To **move** the contents of the selection, press the **Ctrl** key and click, then drag the selection.
- To **duplicate** the contents of the selection, press **Ctrl+Alt** and click, then drag the selection.

Move Tool

- To **duplicate** the contents of the selection, press the **Alt** key and click, then drag the selection. To constrain movement horizontally or vertically, additionally hold down the **Shift** key, then drag the selection.

Crop Tool

- To constrain the region to a square, hold down the **Ctrl** key while dragging.

QuickShape tools

- To constrain the shape's proportions, hold down the **Ctrl** key while dragging.

Straight Outline Tool

- To constrain the angle of the line to 15-degree intervals, hold down the **Shift** key while dragging.

Paintbrush, Airbrush, Fill, Outline, QuickShape and Text tools


- To pick up colours, hold down the **Alt** key and left-click to set foreground colour, right-click to set background colour.

Clone Tool

- To define the pickup origin, **Shift**-click with the tool.

dragging.

- You can also create freeform closed shapes using the outline tools (see above).
(See [Drawing and editing lines and shapes.](#))

! Lines and shapes occupy special **shape layers**, indicated with an  symbol on the Layers tab. You can create multiple lines or shapes on the same layer: On the **Layers** tab, activate the layer and make sure its Path thumbnail is selected. Then, on the Context toolbar, select the **Add** combination button. Shapes remain editable using the **Deform** tool, the **Node Edit** tool, etc.



Edit Tools

Click the down arrow button to choose either of the edit tools, which work exclusively on QuickShapes and outline shapes. Click the larger button to select the most recently used edit tool.

(See [Creating and editing outline shapes.](#))



Shape Edit Tool

Click to use the **Shape Edit tool** to move, deform, or recombine QuickShapes or outline shapes. Works on both shape layers and path channels. (See [Deforming.](#))



Node Edit Tool

Click to use the **Node Edit tool** to readjust the handles of a QuickShape, or the nodes and segments of an outline shape. Works on both shape layers and path channels.

For hints on using toolbars and tabs, see [Working with the toolbars and tabs.](#)

- **Radial Blur...**

Blurs the image to simulate a rotating camera. (See [topic.](#))

- **Zoom Blur...**

Blurs the image to simulate a zooming camera. (See [topic.](#))

- **Fragment...**

Blurs the image to simulate a hand-held camera. (See [topic.](#))

- **Intelligent Blur...**

Displays a dialog that lets you blur portions of the image while leaving edges sharp. (See [topic.](#))

- **Depth of Field...**

Displays a dialog that lets you apply blurring while using layer masks, or as a controlled gradient. (See [topic.](#))

Sharpen >

Displays a submenu with the following choices:

- **Sharpen**

Applies a basic Sharpen effect. Reapply to intensify the effect. (See [topic.](#))

- **Sharpen More**

Applies a stronger Sharpen effect. (See [topic.](#))

- **Sharpen Edges**

Applies a Sharpen effect to edges in your image. (See [topic.](#))

- **Unsharp Mask...**

Displays a dialog that lets you sharpen the image. (See [topic.](#))

Edge >

Displays a submenu with the following choices:

- **Find Horizontal**

Isolates horizontal edges. (See [topic.](#))

- **Find Vertical**

Isolates vertical edges. (See [topic.](#))

- **Find All**

Isolates both horizontal and vertical edges. (See [topic.](#))

- **Trace Contour...**

Displays a dialog that lets you apply the Trace Contour effect, producing lines around areas of contrast for each colour channel. (See [topic.](#))

• **Glowing Edges...**

Displays a dialog that lets you apply the Glowing Edges effect, adding a neon glow to colour edges. (See [topic](#).)

Noise >

Displays a submenu with the following choices:

• **Add Noise...**

Displays a dialog that lets you add noise (grain). (See [topic](#).)

• **Median...**

Displays a dialog that lets you apply the Median effect, which results in broader areas of similar colour for a "blotchy" or oil paint appearance. (See [topic](#).)

• **Dust and Scratch Remover...**

Displays a dialog that lets you remove "scratches" (small colour discontinuities) in the image. (See [topic](#).)

Render >

Displays a submenu with the following choices:

• **Lighting Effects...**

Displays a dialog that lets you apply either a Spot or Candle lighting effect. (See [topic](#).)

• **Diffuse Glow...**

Displays a dialog that lets you add a Diffuse Glow effect, broadening existing highlights. (See [topic](#).)

• **Lens Flare...**

Displays a dialog that lets you add a Lens Flare effect, simulating the interaction of a strong light source with a camera's optics. (See [topic](#).)

Other >

Displays a submenu with the following choices:

• **Solarize...**

Displays a dialog that lets you apply the Solarize effect. Solarization is a darkroom technique in which a partially developed image is re-exposed to light, producing dramatic changes in mid-tone regions. (See [topic](#).)

• **Emboss...**

Displays a dialog that lets you apply the Emboss effect, which remaps contours to simulate a bas-relief impression. (See [topic](#).)

• **Mosaic...**

Displays a dialog that lets you apply the Mosaic effect, which breaks the image into blocks of uniform colour for a tiled appearance. (See [topic](#).)



Outline Tools

Click the down arrow button to choose one of the outline tools. Click the larger button to select the most recently used outline tool.

- Set [Context toolbar](#) options, such as line weight, as needed.
- To create a closed shape, connect the two ends of a drawn line. (See [Painting](#) and [Drawing and editing lines and shapes](#).)

! Lines and shapes occupy special **shape layers**, indicated with an **S** symbol on the **Layers** tab. You can create multiple lines or shapes on the same layer: On the **Layers** tab, activate the layer and make sure its Path thumbnail is selected. Then, on the

Context toolbar, select the  **Add combination** button.



Straight Outline Tool

Click the button, then click and drag to draw a straight line using the foreground colour.

- To constrain the angle of the line to 15-degree increments, hold down the **Shift** key as you drag



Freehand Outline Tool

Click the button, then click and drag to draw a freehand outline.

- Connect the path back to its starting point to create a closed outline, or leave the outline unclosed and continue to extend the path from either end point using the Freehand or Curved Outline tool.
- The **Smoothness** setting evens out jagged contours.



Curved Outline Tool

Click the button, then click where you want the line to start. Click and drag out a control handle from the initial point. (Control handles act like "magnets," pulling the curve into shape. The distance between handles determines the depth of the resulting curved line.) Click again where you want the segment to end. A curved line appears after the second click.

- To extend an existing path, repeat the process for each new end point.
- Connect the path back to its starting point to create a closed outline, or leave the outline unclosed and continue to extend the path from either end point using the **Freehand** or **Curved Outline** tool.



QuickShape Tools

Click the down arrow button to display a flyout menu of adjustable shapes. Click the larger button to choose the most recently used shape. Drag out a QuickShape on the image, adjusting the handles to fine tune the shape using the node tool from the Shape Edit Toolbar flyout if necessary.



- Set [Context toolbar](#) options as needed.
- To constrain the shape's proportions, hold down the **Ctrl** key while



Fill Tools

Click the down arrow button to choose either of the fill tools.

- Set [Context toolbar](#) options as needed. You can adjust the tolerance and sample pixels on either the active layer or all layers. (See the topic [Filling a region](#).)



Flood Fill Tool

Click to use the Flood Fill tool to replace an existing colour region with the foreground colour. Clicking with the tool on a pixel fills any adjacent pixels whose colour falls within a specified range (tolerance) with respect to the clicked pixel. If there is a selection, the tool only affects pixels within the selected region.

- On the [Context toolbar](#), select **Contiguous** to affect only pixels connected to the clicked pixel; clear to affect similar pixels throughout the layer.

! Use the **Gradient Fill** tool for solid fills on shapes.



Gradient Fill Tool

Click to use the **Gradient Fill tool** to create a "spectrum" effect, filling the active layer, selection, or shape with colours spreading between the current foreground and background colours. You can choose from Solid, Linear, Radial, Conical, and Square fill types on the [Context toolbar](#), and specify starting and ending opacity values for the colour spread.



Text Tools

Click the down arrow button to choose either of the text tools. (See [Creating and editing text](#).)



Text Tool

Click to use the **Text tool** to create text. Click on your image with the text cursor to insert text or drag across the page to size your text. Set text attributes on the Text Context toolbar or the **Character** tab. Type your text directly onto the page. The new text appears on a separate **text layer**. To edit existing text, click on it with the Text tool. See [Creating and editing text](#).



Text Selection Tool

Click to use the **Text Selection tool** to create a selection in the form of text. Click where you want to begin the selection or drag across the page to size your text selection. Set text attributes on the Text Context toolbar or the **Character** tab.

Type your text directly onto the page, then click the **OK** button. See [Creating and editing text](#).

• **Halftone...**

Displays a dialog that lets you apply the Halftone effect, breaking the images into red, green, and blue "dots" like a halftone screen. (See [topic](#).)

• **Maximum...**

Displays a dialog that lets you broaden highlight regions in the image. (See [topic](#).)

• **Minimum...**

Displays a dialog that lets you broaden shadow regions in the image. (See [topic](#).)

• **Deinterlace...**

Displays a dialog that lets you sharpen a still video frame by combining scanlines. (See [topic](#).)

• **Tile Maker...**

Displays a dialog that lets you turn the current image into one that can be seamlessly tiled. (See [topic](#).)

• **Stained Glass...**

Displays a dialog that lets you divide the image into bordered, irregular fragments. (See [topic](#).)

• **High Pass...**

Displays a dialog that lets you remove low-frequency information in an image. (See [topic](#).)

• **Paper Cutouts...**

Displays a dialog that lets you apply a "collage"-like representation of your image, as if made up of differently shaped, sized and coloured pieces of paper. (See [topic](#).)

• **Comic Book...**

Displays a dialog that lets you apply a comic book effect to your image. (See [topic](#).)

• **Vignette...**

Displays a dialog that lets you create a "vignette" surround to your image. (See [topic](#).)

• **Texture...**

Displays a dialog that lets you give your images a texture effect. (See [topic](#).)

Custom...

Displays a dialog that lets you define custom filters. (See the topic [Defining custom filters](#).)

Instant Artist...

Displays a dialog that lets you choose and customize an "artistic" effect that simulates a painting style. (See [topic](#).)

Plugin Filters

Plug-in filters located in your PhotoPlus plug-ins folder appear here. Select the filter name to run the effect. (See the topic [Using plug-ins.](#))



Replace Colour Tool

Click to use the Replace Colour tool to swap a colour in your image for another. (See [Retouching.](#))

Eraser Tools

Click the down arrow button to choose an eraser tool, as detailed below. If there is a selection, the tools only affects pixels within the selected region.

- Set [Context toolbar](#) options as needed.
- Choose a brush size from the [Brush Tip tab](#). (See [Erasing.](#))



Standard Eraser

Click to use the **Eraser tool** and left-drag the tool like a brush to erase part of the active layer. On the Background layer, erased pixels reveal the current background colour. On other layers, erasing exposes transparency.



Background Eraser

Click to use the **Background Eraser tool** and left-drag to erase pixels similar to a sampled reference colour underlying the cursor for example, to paint out unwanted background colours.

- With "Continual" sampling (the default), the reference colour is repeatedly updated as you move the cursor. Sampling "Once" means erasure is based on the colour under the crosshair when you first click. Use the "Background Swatch" setting to use the current background colour as the reference.
- With "Contiguous" limits (the default), the tool erases only within-tolerance pixels adjacent to each other; this tends to restrict erasure to one side of an edge or line. When you set "Discontiguous" limits, all in-range pixels are erased. The "Edge Detected" setting can improve deletion of colours along a contrasting edge or line.
- You also have the option of protecting the current foreground colour from erasure.



Flood Eraser

Click to use the **Flood Eraser tool** to fill a region with transparency. The tool erases pixels close in colour (based on the Tolerance range) to the colour under the cursor when you first click. If you use the tool on the Background layer, it's promoted to a standard layer.

- When the "Contiguous" setting is checked, the tool erases only within-tolerance pixels adjacent to each other; when unchecked, all in-range pixels are erased.



Retouch Tools

Click the down arrow button to choose a retouching tool, as detailed below. Click the larger button to select the most recently used tool.

· Set [Context toolbar](#) options as needed.

- Choose a brush size from the [Brush Tip tab](#).



Red Eye Tool

Click to use the **Red Eye tool** to correct the "red eye" phenomenon common in colour snapshots. (See [Retouching](#).)



Smudge Tool

Click to use the **Smudge tool** to simulate smudging by picking up colour from the click point and "pushing" it in the brush stroke direction. If there is a selection, the tool only affects pixels within the selected region. (See [Retouching](#).)



Blur Tool

Click to use the **Blur tool** to reduce contrast under the brush, softening edges without smearing colours. (See [Retouching](#).)

Tip: To apply the same effect to a selected region or the active layer, use [Effects/Blur>Blur....](#)



Sharpen Tool

Click to use the **Sharpen tool** to increase contrast under the brush, enhancing apparent sharpness. (See [Retouching](#).)

Tip: To apply the same effect to a selected region or the active layer, use the effects available under [Effects/Sharpen](#) in the [Effects](#) menu.



Dodge Tool

Click to use the **Dodge tool** to lighten the area under the brush. (See [Retouching](#).)



Burn Tool

Click to use the **Burn tool** to darken the area under the brush. (See the topic [Retouching](#).)



Sponge Tool

Click to use the **Sponge tool** to increase or decrease the colour saturation under the brush, depending on the Mode setting (**Saturate** or **Desaturate**) in the [Context Bar](#). (See [Retouching](#).)

File Menu

Commands for opening, saving, and printing image files.

Shortcut: [Alt+F](#)

New

If you have turned off the **Startup Wizard**, the option opens the **New Image** dialog and lets you start a blank new image.

Otherwise, the **Startup Wizard** opens, which lets you: Start New Picture (or Animation); Open Saved Work; Import from Twain (scanner or camera); View Sample Images; Browse Tutorials.

See [Starting with a new picture or animation](#).)

Tip: You can also use the **New** button on the Standard toolbar, or press [Ctrl+N](#).

Open...

Displays a standard Windows dialog which allows you to open an existing image file of any supported format. (See [Opening an existing file](#).)

Tip: You can also use the **Open** button on the Standard toolbar, or press [Ctrl+O](#).

Image Browser...

Displays the built-in PhotoPlus Image Browser, which lets you browse folders and preview thumbnails of image files stored in them. To bring an image into PhotoPlus, drag its thumbnail into an open image window (including the workspace area) for a new layer based on the image, or into the [Documents tab](#) for a new document. Use the Browser tab of [File>Preferences...](#) to set [thumbnail size](#). (See [Using the Image Browser](#).)

Tip: You can also press [Ctrl+B](#).

Browse Creative Resources...

Displays creative resources which are available in the program.

Browse Image Collection...

Displays the PhotoPlus X2 Image Collection which gives you a huge selection of royalty free images to choose from for your projects!

Note: Available when the **Studio Extras DVD** is installed only.

Browse Photo Frames...

Displays the PhotoPlus X2 Photo Frames, giving you different categories of frames to choose from to frame your images.

Note: Available when the **Studio Extras DVD** is installed only.

Browse Samples...

Displays the PhotoPlus X2 Samples, enabling you to choose samples from categories such as Collages, Depth Maps, General, Illustrations and Websites to give you inspiration or to use in your own projects.

Note: Available when the **Studio Extras DVD** is installed only.

Browse Scrapbook...

Displays the PhotoPlus X2 Scrapbook, giving you a selection of Backgrounds, Embellishments and Frames to use in your own scrapbooking projects.

Note: Available when the **Studio Extras DVD** is installed only.

Revert

Abandons changes and returns to the last saved version of the current image file.

Close

Closes the current image file. If it's still unsaved ("Untitled") or there are unsaved changes, you'll be prompted to save changes.

Close All

Closes all currently open image files.

Save

Saves the PhotoPlus (.SPP) file or current image in its original format under its current name. If it's still unsaved ("Untitled"), the Save As... dialog automatically appears. An image with added "project" information (layers, masks, or paths) can be saved as a flattened image or as a .SPP file (preserving "project" information). (See the topic [Saving a file.](#))

Tip: You can also use the **Save** button on the Standard toolbar, or press **Ctrl+S**.

Save As...

Displays a dialog prompting you to select a location and file name for the PhotoPlus (.SPP) file or the image file. If saving an image with added "project" information, you'll be prompted to save as a PhotoPlus (.SPP) file.

! TIP: To save the image in another graphic format, use **File>Export Optimizer...**

Send...

Send your currently active PhotoPlus Picture or original image via email. Following a file size check, a new message window opens in your default email program with the file attached. Click the **Send** button to email your file.

(See the topic [Sharing documents by email.](#))

Import >

Displays a submenu with the following choices:

• **Select Source**

Displays a dialog that lets you choose a TWAIN source (such as a scanner or digital camera) from those currently set up on your computer. For instructions on setting up a TWAIN device, see the documentation supplied with the device.

• **Acquire**

Displays the acquisition dialog associated with the selected TWAIN source. (See the topic [Acquiring a TWAIN image.](#))

Screen Capture >

Displays a submenu with the following choices:

copy, then drag to paint the copy onto the new location. Repeat as needed. A crosshair marks the pickup point, which moves relative to your brush movements. If there is a selection, the tool only affects pixels within the selected region.

- Set **Context toolbar** options as needed. Check "Aligned" to keep the pickup point moving between brush strokes. Uncheck to reset the pickup point to the initial origin between brush strokes.

- Choose a brush size from the **Brush Tip tab**. (See [Cloning a region.](#))



Pattern Tool

Click to use the **Pattern tool** to paint a pattern directly onto your canvas in effect "cloning" a pattern bitmap you've selected. Like the Clone tool (above), the Pattern brush picks up pixels from a source in this case, the bitmap pattern and deposits them where you're drawing. The "pickup point" is always the upper left pixel of the pattern bitmap.

- On the **Context toolbar**, click the **Pattern** sample to display the Patterns dialog. Right-click any of the thumbnails and select from various pattern categories (listed at the bottom of the popup menu).

- Check **Aligned** to extend the pattern seamlessly with each new brush stroke; if unchecked, it begins again each time you click the mouse. (See [Using patterns.](#))



Picture Brush

This works like a custom brush that sprays a series of pre-defined images at regular intervals as you drag. The Brush Tip tab lets you select from a variety of picture brushes in different categories.



Repair Tools

Click the down arrow button to choose a repair tool, as detailed below. Click the larger button to select the most recently used tool.



Blemish Remover

Click cursor once over any skin blemish or mark to remove automatically. (See [Retouching.](#))



Scratch Remover

Click to fill in small gaps or dropouts under the brush. (See [Retouching.](#))

Tip: To apply the same effect to a selected region or the active layer, use [Effects/Noise/Dust and Scratch Remover...](#)



Patch Tool

Click to blend out irregularly shaped regions by encircling the area then target replacement pixels from another area. (See the topic [Retouching.](#))

- To add to the existing selection, hold down the **Shift** key and click.
 - To subtract from the existing selection, hold down the **Alt** key and click.
 - Use menu items on the **Select/Modify** flyout to expand or shrink the selection, select similar pixels elsewhere in the image, etc.
 - To move the selection (not its content) after it's defined, drag from its centre.
 - To move the contents of the selection, press the **Ctrl** key, then drag from the centre of the selection. To duplicate, press **Ctrl+Alt**.
- (See [Making a selection](#).)



Colour Pickup Tool

Click to use the **Colour Pickup tool** to choose new foreground or background colours from the colours available in the image. Left-click on an image colour to define it as the foreground colour; right-click to define the background colour. The current foreground and background colours are shown as swatches on the **Colour** tab.

- Alternatively, you can use the Colour tab to define colours using a colour spectrum.

Tip: To switch temporarily to the **Colour Pickup tool** from most of the creation tools, press the **Alt** key.
(See [Choosing colours](#).)



Brush Tools

Click the down arrow button to display buttons for the **Paintbrush** and **Pencil** tools.



Paintbrush Tool

Click to use the **Paintbrush tool** to draw freehand lines on the active layer. Left-drag to paint in the foreground colour. If there is a selection, the tool only affects pixels within the selected region.

- Set [Context toolbar](#) options as needed.
 - Choose a brush size from the [Brush Tip tab](#).
- (See [Painting](#).)



Pencil Tool

Click to use the **Pencil Tool** to apply hard-edged strokes to your photos (also ideal for pixel-level corrections).
(See [Painting](#).)



Clone Tools

Click the down arrow button to display buttons for the **Clone** and **Pattern** tools.



Clone Tool

Click to use the **Clone tool** to duplicate part of the active layer. The tool works like a brush that lets you "pick up" the image from one place and "paint" it onto another place even between images. To define the pickup origin, **Shift**-click with the tool. Click again where you want to start the

• [Options](#)

Displays a dialog that lets you choose the properties of your screen capture. For example, the 'area' of the screen you want to capture (Active Window, Client Area, Full Screen, Selected Object or Area). You can also choose a hot key to activate your screen capture, and set a delay period if required. (See the topic [Screen capture](#).)

• [Start](#)

Initiates the screen capture process. (See the topic [Screen capture](#).)

[Export...](#)

Displays a dialog that lets you save the current image in a file format other than the native PhotoPlus (.SPP) format. Enter the desired file name. To set export options, click the dialog's **Optimizer** button. (See the topic [Exporting to another file format](#).)

[Export Optimizer...](#)

Displays the Export Optimizer dialog, which lets you preview and select various export formats and options. Click the dialog's **Export** button to continue exporting the current image. (See the topic [Exporting to another file format](#).)

[Publish as PDF...](#)

Displays a dialog box for generating a Portable Document Format (.PDF) file from the current image. (See the topic [Publishing a PDF file](#).)

[Preview in Browser...](#)

Exports the image as a temporary file, then opens the file for preview in your web browser.

[Print...](#)

Displays a standard dialog box for printing the current image. The **Properties** button displays a standard Windows printer setup dialog. The various tabs let you control scaling, tiling, colour separations, and other useful features. (See the topic [Printing](#).)

Tip: You can also use the **Print** button on the Standard toolbar, or press **Ctrl+P**.

[Print Multiple...](#)

Displays a special window that lets you arrange one or more images onto a single sheet, either "by hand" or with the aid of built-in layout templates. A separate toolbar provides numerous options for fitting images within a template's cells; moving, rotating, or flipping images; and designing your own templates. (See the topic [Printing multiple images](#).)

[Convert to Animation](#)

Converts any image to an animation. The image appears as the first frame in an **Animation** dialog. (See the topic [Applying animation effects](#).)

[Exif Info...](#)

Displays the EXIF information for a selected image obtained via a digital camera.

Batch...

Displays a **Batch** dialog for batch processing multiple image files. This lets you apply a previously recorded macro in the batch process and/or convert to different file formats or resolutions. (See the [Batch processing](#) topic.)

Colour Management...

Displays a dialog that lets you specify colour profiles to improve consistency between screen display and printer output. (See the subtopic [Colour matching](#).)

Preferences...

Displays a dialog that lets you customize a wide range of PhotoPlus settings, including undo, transparency, plug-in, layout, image browser, and startup options. (See the topic [Setting PhotoPlus preferences](#).)

Recent Files List

Lists the names of the four most recently opened PhotoPlus files. Click a file name to open that file.

Exit

Closes PhotoPlus. You'll be prompted to save changes made since the last save.



Polygon Selection Tool

Click to select the tool. Draw a series of line segments on the image to define a polygonal selection region on the active layer. Release the mouse button to define the end point of each segment. Double-click to close the polygon.



Magnetic Selection Tool

Click to select the tool, which helps you select along visible edges. Click once on the image to place a starting node along an edge. With the mouse button up, trace along the edge; the marquee line follows the nearest edge. At regular distances, nodes automatically appear along the line. Only the portion of the line beyond the last node remains adjustable.

- To add a node manually (for example, at a corner), click once.
- To "back up," press **Delete** to undo the last node on the line; repeat as needed. To clear the marquee and start over, press **Esc**.
- To temporarily switch to the Polygon selection tool, hold down the **Ctrl** key.
- To complete the selection region, double-click or click again on the starting node.



Adjustable Selection Tools

Click the down arrow button to display a flyout menu of selection tools. Drag out a shape on the image, then adjust its handles to fine-tune the shape. Double-click within the shape to select the region on the active layer.

- Set [Context toolbar](#) options as needed.
- To constrain the selection's proportions, hold down the **Ctrl** key while dragging.
- To add to the existing selection, hold down the **Shift** key, drag out the selection, double-click to create the selection, then release the **Shift** key.
- To subtract from the existing selection, hold down the **Alt** key, drag the selection, double-click to create the selection, then release the **Alt** key.
- To move the selection (not its content) after it's defined, drag from its centre
- To move the contents of the selection, press the **Ctrl** key, then drag from the centre of the selection. To duplicate, press **Ctrl+Alt**. (See [Making a selection](#).)



Colour Selection Tool

Click to use the **Colour Selection tool** to select a region based on colour similarity. Clicking on a pixel selects any adjacent pixels on the active layer whose colour falls within a specified range (tolerance) with respect to the clicked pixel.

- Set [Context toolbar](#) options as needed. You can adjust the tolerance and sample pixels on either the active layer or all layers. Check **Contiguous** to include only pixels connected to the clicked pixel; uncheck to include similar pixels throughout the layer.



Anticlockwise Twirl

Drag to smear pixels anticlockwise. (See [Warp tool effects.](#))



Thick/Thin Warp

Drag to push pixels 90° to the right of brush motion, which has the effect of spreading or compressing edges along the stroke. Drag clockwise for a concave (pinch), anticlockwise for a convex (punch) effect. (See [Warp tool effects.](#))



Unwarp

Drag across a warped region to reduce the strength of the current warped effect. Unwarp only works as long as you're still using the Warp tool—it's reset if you switch to another tool. (See [Warp tool effects.](#))



Standard Selection Tools

Click the down arrow button to display a flyout menu of selection tools, as detailed below.

- Set [Context toolbar](#) options as needed. The combination buttons (**Standard**, **Add**, **Subtract**, **Intersect**) determine the effect of each new selection operation.
- To constrain the selection's proportions (for example, to a square or circle), hold down the **Ctrl** key while dragging.
- To add to the existing selection, hold down the **Shift** key while dragging.
- To subtract from the existing selection, hold down the **Alt** key while dragging.
- To move the selection (not its content) after it's defined, drag from its centre.
- To move the contents of the selection, press the **Ctrl** key, then drag from the centre of the selection. To duplicate, press **Ctrl+Alt**. (See [Making a selection.](#))



Rectangle Selection Tool

Click to select the tool. Drag on the image to define a rectangular selection region on the active layer.



Ellipse Selection Tool

Click to select the tool. Drag on the image to define an elliptical selection region on the active layer.



Freehand Selection Tool

Click to select the tool. Hold down the left mouse button and draw on the image to outline a selection region on the active layer. Release the mouse button to close the selection curve.

Help Menu

Help, hints, tips, and options for learning PhotoPlus.

Shortcut: [Alt+H](#)

PhotoPlus Help

Displays the main Help contents page.

View PhotoPlus Tutorials

Displays the Flash-based menu of PhotoPlus tutorials.

! To view the tutorials, you must install them from the Program CD (you can select this option during the installation process) or, for additional project-based tutorials, purchase and install the Studio Extras DVD.

Visit the PhotoPlus Web Site

Connects to the web and displays the PhotoPlus Web site section in your Web browser.

Visit the Serif Support Page

Connects to the web and displays the Serif Support Page in your Web browser.

Visit the Serif Web Site

Connects to the web and displays the Serif Home Page in your Web browser.

Check for Updates...

Performs a check for PhotoPlus maintenance releases available for update. By default, this feature activates periodically. To switch off checking for updates or alter checking frequency, choose **File**, then **Preferences**. Make your changes on the **General** tab, in the **Product Updates** section.)

Registration Wizard...

Helps you to register your personal copy of PhotoPlus.

About PhotoPlus...

Displays version and copyright information.

Image Menu

Commands for manipulating properties of the active layer or a selected region.

Shortcut: [Alt+I](#)

Adjust >

Displays a submenu with the following choices:

- **Auto Levels**

Stretches the tonal range (the spread of dark to light) for each of the colour channels out to the maximum. For precise control, use the **Levels** dialog (see below).

- **Auto Contrast**

Stretches the tonal range (the spread of dark to light) for the whole image out to the maximum. For precise control, use the **Levels** dialog (see below).

- **Levels...**

Displays a dialog that lets you view a histogram plot of lightness (luminance) values in the image or colour channel, and adjust the contrast and tonal range by shifting dark, light, and gamma values. (See [topic](#).)

Tip: You can also create a Levels [adjustment layer](#).

- **Curves...**

Displays a dialog that lets you fine-tune lightness (luminance) values in the image or colour channel using a line graph. (See [topic](#).)

Tip: You can also create a Curves [adjustment layer](#).

- **Colour Balance...**

Displays a dialog that lets you adjust colour and tonal balance for general colour correction in the image. (See [topic](#).)

Tip: You can also create a Colour Balance [adjustment layer](#).

- **Brightness/Contrast...**

Displays a dialog that lets you vary the brightness and/or contrast. (See [topic](#).)

Tip: You can also create a Brightness/Contrast [adjustment layer](#).

- **Shadow/Highlight/Midtone...**

Adjusts the intensity, range, and radius of shadows, highlights, and midtones in your photo. Additionally, alter the contrast. (see [topic](#) or [example](#)).

- **Hue/Saturation/Lightness...**

Displays a dialog that lets you vary the hue, saturation, and/or lightness values. You can also colourize an image; this varies only the hue. (See [topic](#).)

Tip: You can also create a Hue/Saturation/Lightness [adjustment layer](#).

- **Replace Colour...**

Displays a dialog that lets you vary the hue, saturation, and/or lightness of a portion of the colour range. (See [topic](#).)

effects. (See the topic [Deforming](#) for details.)

- To move the fixed point, move the cursor to the exact centre until a small "x" appears, then drag.
- To deform the image, drag from any handle. The cursor changes over each handle to indicate the result of the drag.
- To constrain rotation in 15-degree steps, press the **Shift** key after you've begun rotation, and hold it down until after you release the mouse button.



Selection Deform Tool

The tool lets you transform, scale or rotate any already drawn selection area

(See [Modifying a selection](#).)



Mesh Warp Tool

Click to use the **Mesh Warp tool** to define a flexible grid of points and lines that you can drag to distort an image, or part of an image (or layer). A rectangular mesh appears over the image. Drag the mesh nodes and lines to "bend" the image. Use the **Mesh toolbar** to customize mesh by adding, deleting, or changing nodes. You can also use the tool in Setup mode to create a custom grid for precise control of the warp effect. (See [Mesh warping](#).)



Warp Tools

Click the down arrow button to display a flyout menu of image warping tools, as detailed below.

- Set [Context toolbar](#) options as needed.



Elastic Warp

Drag to pull pixels in the direction of brush motion, for an appearance of elasticity. (See [Warp tool effects](#).)



Pinch

Drag to apply a concave spherical distortion. (See [Warp tool effects](#).)

Tip: To apply the same effect to a selected region or the active layer, use [Effects/Distort>Pinch/Punch...](#)



Punch

Drag to apply a convex spherical distortion. (See [Warp tool effects](#).)



Clockwise Twirl

Drag to smear pixels clockwise. (See [Warp tool effects](#).)

Tip: To apply the same effect to a selected region or the active layer, use [Effects/Distort>Twirl...](#)

Tools toolbar

Click a tool icon:



Crop Tools

Click the down arrow button to display a flyout menu of crop tools, as detailed below.



Crop Tool

Click to use the **Crop Tool** to crop the image to any size or resolution. Select the tool and drag out a selection rectangle, adjust the edges as needed. To crop, double-click inside the crop area, or click the **OK** button on the Context toolbar.

- To constrain the selection to a square, hold down the **Ctrl** key while dragging.
- To crop to specific print sizes or resolutions use the Crop **Context toolbar** to select a pre-defined size.

Tip: You can use **Image>Crop to Selection** to crop to selected a previously selected area. (See [Changing image and canvas size](#)).



Straighten Tool

Click and drag to draw a line to which crooked photos are realigned to a new horizon.
(See [Straighten Photo](#)).



Move Tool

Click to use the **Move tool** to move the contents of the selection, or the entire active layer if nothing is selected. Select the tool, then drag to move. You can move **guide lines** with the Move tool, too!

- To duplicate the contents of the selection on the same layer, press the **Alt** key and click, then drag with the Move tool.

Tip: You can also press the **Ctrl** key and drag with any selection tool (see below).

(See [Manipulating a selection](#).)



Deform Tools

Click the down arrow button to display a flyout menu of deforming and transform tools, as detailed below.



Deform Tool

Click to use the **Deform tool** to move, scale, or rotate the selection or layer about a fixed point. Start by making a selection if desired, then choose the **Deform tool**. A selection rectangle appears with handles at its corners, sides, and centre. Watch the HintLine for prompts on many key-assisted options such as skew, squash/stretch, and perspective

• **Selective Colour**

Displays a dialog that lets you add or subtract a certain percentage of cyan, magenta, yellow, and/or black ink. (See [topic](#).)

• **Channel Mixer...**

Displays a dialog that lets you modify a colour channel using a mix of the current colour channels. (See [topic](#).)

Tip: You can also create a Channel Mixer [adjustment layer](#).

• **Gradient Map**

Displays a dialog that lets you remap greyscale (lightness) information in the image to a selected gradient. (See [topic](#).)

Tip: You can also create a Gradient Map [adjustment layer](#).

• **Lens Filter...**

Displays a dialog that lets you apply a colour wash to your image. (See [topic](#).)

Tip: You can also create a Lens Filter [adjustment layer](#).

• **Black and White Film...**

Displays a dialog that lets you apply black and white film effect to your image. (See [topic](#).)

Tip: You can also create a Black and White Film [adjustment layer](#).

• **Threshold...**

Displays a dialog that lets you create a monochromatic (black and white) representation. You can adjust the threshold or transition point while viewing a plot of lightness levels. (See [topic](#).)

Tip: You can also create a Threshold [adjustment layer](#).

• **Equalize**

Applies a filter that evenly distributes the lightness levels. (See [topic](#).)

• **Negative Image**

Inverts each colour, replacing it with an "opposite" value. Especially useful for creating a positive image from a scanned photographic negative. (See [topic](#).)

Tip: You can also create a Negative Image [adjustment layer](#).

• **Greyscale**

Removes colour information while retaining light and dark gradations, yielding a 256-shade greyscale image. (See [topic](#).)

• **Posterize...**

Displays a dialog that lets you apply the Posterize effect. You can specify the number of tonal levels (lightness values). PhotoPlus then maps pixels to the nearest level. (See [topic](#).)

Tip: You can also create a Posterize [adjustment layer](#).

Flip Horizontally >

Displays a submenu with the following choices:

- **Image**

Flips the entire image left to right.

- **Layer**

Flips the active layer left to right.

- **Selection**

Flips the selection left to right.

- **Path**

Flips the selected path left to right.

Flip Vertically >

Displays a submenu with the following choices:

- **Image**

Flips the entire image top to bottom.

- **Layer**

Flips the active layer top to bottom.

- **Selection**

Flips the selection top to bottom.

- **Path**

Flips the selected path top to bottom.

Rotate...

Displays a submenu that lets you rotate the image, layer, or selection through 90°, 180°, or a custom angle, either clockwise or anticlockwise.

Duplicate...

Creates a copy of the current image in a separate window.

Calculations...

Displays a dialog that lets you combine an RGB or alpha channel from a source image with a channel in another target image, using various blend modes to produce a desired effect. For details, see the topic [Blending channels between images](#).

Image Size...

Displays a dialog that lets you change the pixel size and/or print size of the whole image. You can vary width and height independently or maintain a fixed aspect ratio. In addition, you can select from several different resampling methods. For details, see the topic [Resizing and scaling](#).



Image Map Tools

Click to display a flyout menu of tools for creating and editing image maps—that is, graphics with overlaid hotspots for use on Web pages. (See [Creating image maps](#).)



Image Map Selection

Choose this tool to select an existing hotspot. Drag an edge to resize the hotspot, or drag from the centre to move it. Right-click to delete, set layer options, or access hotspot properties (popup text and target URL).



Image Map Rectangle

Choose this tool to draw a rectangular hotspot.

- To constrain the hotspot to a square, hold down the Ctrl key while dragging.



Image Map Circle

Choose this tool to draw a circular hotspot.



Image Map Polygon

Choose this tool to draw a polygonal hotspot as a series of line segments. Release the mouse button to define the end point of each segment. Double-click to close the polygon.



Context Help

Click to display a special cursor, then click on a toolbar or tab to display the associated Help topic. Clicking other interface elements displays the introductory section of the How To menu.

For hints on using toolbars and tabs, see [Working with the toolbars and tabs](#).



Paste as New Image

Click to create a new image file from the contents of the Windows Clipboard.

Tip: You can also press **Ctrl+V** or use menu command **Edit>Paste>As New Image**



Undo

Click to undo the most recent change to the current image. **Undo** is greyed out when not available.

Tip: You can also press **Ctrl+Z** or use menu command **Edit>Undo**, or the [Undo History tab](#).



Redo

Click to redo the most recent **Undo** action. **Redo** is greyed out when not available.

Tip: You can also press **Ctrl+Y** or use menu command **Edit>Redo**, or the [Undo History tab](#).



Zoom Tool

Click to use the **Zoom tool** to change your view of the image in its window.

- To zoom in, left-click on the image.
- To zoom in on a particular region, drag a marquee around it.
- To zoom out, right-click on the image.

Hint: If you're using a wheel mouse, you can simply use the wheel to change the zoom setting.



Pan Tool

Click to use the **Pan tool** to move the image in relation to its window. Select the tool, then drag the image.



Measure Tool

Click and drag to display the pixel distance between any two points on-screen, on the Hintline. The tool shows the angle between the two points, as well as the distance.



Image Slice Tool

Click to use the **Image Slice tool** to divide the image into sections, which can be exported separately as GIFs or JPGs (to be reassembled seamlessly in a Web browser). Click with the tool to place a horizontal slice guide (a red line) on the image. **Shift**-click to place a vertical guide. To move a guide, simply drag it. To delete a guide, drag it to the top or bottom of the image.
(See [Slicing images](#))

Canvas Size...

Displays a dialog that lets you change the width and/or height of the image canvas (frame) by adding or subtracting pixels at the image edges. Rather than scaling the image (as with the Image Size command), the Canvas adjustment extends or crops from the image borders. For details, see the topic [Resizing and scaling](#).

Crop to Selection

Eliminates the portion of the image (on all layers) outside the edges of the selection. This reduces the canvas size without changing the image content within the selected region.

Layers Menu

Commands for manipulating layers in the image.

Shortcut: [Alt+L](#)

See Also:

- The sequence of topics on "How to Work with Layers and Masks," starting with [Basics of using layers](#).
- The Visual Reference topic on the [Layers tab](#).

New Layer...

Displays a dialog that lets you specify the name, blend mode/range, and opacity for a new layer. Click **OK** to add the layer above the active layer.

Tip: You can also right-click a layer name on the Layers tab and choose **New Layer...**

New Layer Group...

Displays a dialog that lets you create a new layer group, with an associated name, blend mode/range, and opacity. Click **OK** to add the layer group.

Tip: You can also create a layer group with the **New Layer Group** button at the bottom of the Layers tab.

New Layer Group from Selected Layers...

Allows any selected layers to automatically be added to a new layer group.

New Layer from Selection Copy...

Allows any selection to be automatically copied to a new layer. The area not selected is made transparent in the new layer. Does not apply to background layer or layer groups.

New Layer from Selection Cut...

Creates a new layer from a selection while cutting away the region from the originally selected layer to reveal transparency. Does not apply to background layer or groups.

New Adjustment Layer >

Displays a submenu with the following choices.

! Each adjustment layer has an equivalent direct command on the **Image/Adjust** submenu. To access adjustment layer properties, double-click the layer's name on the Layers tab. For details on adjustment layers, see the topic [Using adjustment layers](#).

You can also click the **New Adjustment Layer** button on the Layers tab.

• **Levels...**

Displays a dialog that lets you add an adjustment layer to adjust the tonal range in the image or a colour channel by shifting dark, light, and gamma values.



Standard toolbar

Click a tool icon:



New

If you have turned off the **Startup Wizard**, the option opens the **New Image** dialog and lets you start a blank new image.

Otherwise, the **Startup Wizard** opens, which lets you: Start New Picture (or Animation); Open Saved Work; Import from Twain (scanner or camera); View Sample Images; Browse Tutorials.

(See [Starting with a new picture or animation](#).)

Tip: You can also press [Ctrl+N](#) or use menu command **File/New**.



Open

Click to display a standard Windows dialog which allows you to open an existing image file of any supported format. (See [Opening an existing file](#).)

Tip: You can press [Ctrl+O](#) or use menu command **File/Open**.



Save

Click to save the current image under its current name as a PhotoPlus (.SPP) file or in its original image format. If still unsaved ("Untitled"), the Save As... dialog automatically appears. (See [Saving a file](#).)

Tip: You can also press [Ctrl+S](#) or use menu command **File>Save**.



Export Optimizer

Click to display the Export Optimizer dialog, which lets you preview and select various export formats and options. Click the dialog's **Export** button to continue exporting the current image. (See [Exporting to another file format](#).)

Tip: You can also use menu command **File/Export Optimizer...**



Print

Click to display a standard dialog box for printing the current image. Choose your printer in the **Name** drop-down list. Click the **Properties** button to display the printer setup dialog specific to the chosen printer. The **Layout**, **Separations** and **Prepress** tabs let you control scaling, tiling, colour separations, and other useful features. (See [Printing](#).)

Tip: You can also press [Ctrl+P](#) or use menu command **File>Print**.



Copy

Click to copy contents of the selected region (on the active layer only) to the Windows Clipboard.

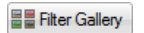
Tip: You can also press [Ctrl+C](#) or use menu command **Edit>Copy**.

Photo Studio toolbar



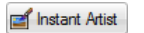
Click to open the **QuickFix Studio**, an image adjustment environment that lets you perform some of the more common image corrections. (See the topic [Using QuickFix Studio](#).)

Tip: You can also access QuickFix Studio via the Effects menu.



Click to open the **Filter Gallery**, a gallery dialog for applying single or multiple filter effects with supporting preview pane. (See the topic [Using the Filter Gallery](#).)

Tip: You can also access the Filter Gallery via the Effects menu or automatically when selecting an effect from the Effects menu.



Click to open the Instant Artist dialog, a dialog that lets you choose and customize an "artistic" effect that simulates a classic or modern painting style. (See the topic [Instant Artist Effects](#).)

Tip: You can also access Instant Artist via the Effects menu.



Click to open the **Extraction** dialog, which contains various tools and controls that let you isolate or 'extract' a portion of an image. (See the topic [Extracting part of an image](#).)

Tip: You can also access the Extract command via the Edit menu.

• [Curves...](#)

Displays a dialog that lets you add an adjustment layer to fine-tune lightness (luminance) values in the image or a colour channel using a line graph.

• [Colour Balance...](#)

Displays a dialog that lets you add an adjustment layer for general colour and/or tonal correction in the image.

• [Brightness/Contrast...](#)

Displays a dialog that lets you add an adjustment layer with specific brightness and/or contrast settings.

• [Hue/Saturation/Lightness...](#)

Displays a dialog that lets you add an adjustment layer with specific hue, saturation, and/or lightness values.

• [Selective Colour...](#)

Displays a dialog that lets you add an adjustment layer to add or subtract a certain percentage of cyan, magenta, yellow, and/or black ink.

• [Channel Mixer...](#)

Displays a dialog that lets you add an adjustment layer to modify one colour channel using a mix of the current colour channels.

• [Gradient Map...](#)

Displays a dialog that remaps greyscale (lightness) information in the image to a selected gradient.

• [Lens Filter...](#)

Displays a dialog that lets you 'warm up' and 'cool down' your images. For example, to enhance a sunset, make an ocean appear bluer, or simply apply a colour wash.

• [Black and White Film...](#)

Displays a dialog that lets you apply black and white film effect to your layer.

• [Threshold...](#)

Displays a dialog that lets you add an adjustment layer with monochromatic (black and white) representation.

• [Negative Image](#)

This adjustment lets you add an adjustment layer where each colour is inverted, replaced with an "opposite" value.

• [Posterize...](#)

Displays a dialog that lets you add an adjustment layer using the Posterize effect. You can specify the number of tonal levels (lightness values). PhotoPlus then maps pixels to the nearest level.

Convert to Filter Layer...

Opens the Filter Gallery enabling you to convert a layer into a filter layer.

Duplicate...

Duplicates the current layer within the same image or to another currently open image

Delete

The delete option provides several choices for layer deletion.

• Layers

Deletes the selected layer(s).

• Hidden Layers

Deletes all currently hidden layers (those with the closed eye icon showing).

Properties...

Displays a dialog that lets you set the layer name, blend mode, opacity and blend range.

Select All Layers

All layers in the Layers tab are simultaneously selected.

Select Linked Layers

All layers linked to the currently selected layer are selected simultaneously.

Deselect Layers

Any selected single layer or multiple layers are deselected.

Group Layers

Any selected layer(s) is added to a group.

Ungroup Layers

With a group selected, all layers are ungrouped from that group and added to the group's parent (either another group or standard layer stack).

Link Layers

Links any selected layers together. To add an additional layer(s) to an existing set of linked layers, simply click on a linked layer and **Ctrl**-click on the layer you would like to add as linked. When they are both selected click Link Layers on the Layers menu.

Unlink Layers

Select a linked layer to unlink it from one or more other linked layers.

Show/Hide Layers

Makes selected layer(s) or group(s) visible or hidden.

Rasterize

Converts the currently selected shape or text layer to a standard layer.

HintLine

Position: 172.0pix, 110.0pix

Image Information

The HintLine displays a continuously updated readout of useful data about the pixel directly below the cursor position. The readout varies depending on the selected tool or mode—most often it shows the pixel's position (with 0,0 as the top left corner of the image). At the far right, the HintLine provides the current pixel's colour values and opacity.

Drag to move region

HintLine

Displays helpful, context-sensitive messages about PhotoPlus interface elements, as well as status information for selected operations.

RGB: 130 65 7 0:100%

Shows the colour (as RGB, CMYK, HSL or level of grey) under the current cursor position. The percentage Opacity is also shown.



Snapping

Click to enable or disable the Snapping feature. With snapping enabled, objects and selections align with the grid, guides, and/or document edges, depending on which items you've checked on the **View>Snap to>** submenu.



Hide/Show Tabs

Click to hide or show all docked tabs (not toolbars).

Tip: You can also press the **Tab** key.

Replace Colour	Brush options, Size, Tolerance
Eraser – Standard	Brush options, Size, Opacity, Flow, Airbrush
Eraser – Background	Brush options, Size, Tolerance, Limits, Sampling methods, Protect foreground
Eraser – Flood	Tolerance, Opacity, Contiguous, Use all layers, Antialias
Flood Fill	Blend mode, Opacity, Tolerance, Antialias, Contiguous, All layers, Fill, Pattern
Gradient Fill	Blend mode, Opacity, Gradient spectrum, Gradient type, Reverse, Transparency
Text	Font, Point size, Bold, Italic, Underline, alignment, Antialias, Colours
Text Selection	Font, Point size, Bold, Italic, Underline, alignment, Antialias, OK, Cancel
Outline – Straight	Shape Layer, Paths, Fill Bitmap, Weight, Combination buttons
Outline – Freehand	Shape Layer, Paths, Combination buttons, Smoothness
Outline – Curved	Shape Layer, Paths, Combination buttons
QuickShape	Shape Layer, Paths, Fill Bitmap, Combination buttons
Shape Edit	Combination buttons
Node Edit	-

Mask >

• **Add Mask >**

To add a mask, first select the layer where you want to create the mask, and select specific region(s) if desired. Then choose one of the following from the submenu. (See the topic [Basics of using masks.](#))

• **Reveal All**

Adds a transparent mask over the whole layer.

• **Hide All**

Adds an opaque mask over the whole layer.

• **Reveal Selection**

Adds an opaque mask with transparent "holes" over the selected region(s).

• **Hide Selection**

Adds a transparent mask with opaque "blocks" over the selected region(s).

• **Delete Mask**

Removes the mask from the active layer and cancels the mask's effects, if any.

• **Merge Mask**

Imposes the mask's effect onto the active layer, permanently updating it and at the same time removing the mask. (To remove the mask without updating the layer, choose **Delete Mask.**)

• **Edit Mask**

Check to make the active layer's mask available for editing. Uncheck to stop working on the mask and edit the active layer directly.

Tip: You can also click the mask preview next to the layer name on the Layers tab.

• **View Mask**

Check to reveal the active layer's mask as a greyscale plane. Darker mask values impose transparency on the corresponding layer pixels (hiding them), while lighter values impose opacity (revealing pixels). Thus a Hide All mask initially appears as pure black, while a Reveal All mask appears white. View Mask is mainly used for checking purposes—normally you'll edit while viewing the layer, rather than the mask.

Tip: You can also **Alt**-click the mask preview next to the layer name on the Layers tab.

• **Disable Mask**

Check to temporarily switch off the active layer's mask so you can see how the layer looks without the mask's effects. Uncheck to enable masking again. Note that disabling the mask is not the same as cancelling Edit Mask mode—it only affects your view of the layer, not which plane (mask or layer) you're working on.

Tip: You can also **Shift**-click the mask preview next to the layer name on the Layers tab.

Merge >

• Merge Down

Combines the active layer with the visible layer below it, forming a new single layer. Applies equally to layer groups.

• Merge Selected Layers

Combines currently selected layers into a single layer. Applies equally to layer groups.

• Merge Visible

Combines the visible layers into a single layer. Applies equally to layer groups.

• Merge Layer Group

Combines the visible layers in a layer group into a single layer.

• Merge All

Combines all layers and groups, visible and invisible, into a single layer.

Effects>

• Effects

Displays a dialog that lets you apply a range of 2D and 3D effects. Standard or "2D" effects are especially useful for text layers, while "3D" effects simulate surface texture. Check one or more of the effects listed. See the topics, [Applying 2D layer effects](#) and [Applying 3D layer effects](#).

! Tip: You can also click the **Add Layer Effects** button on the Layers tab.

• Hide Effects

Switches off layer effects to allow for before and after comparisons. Also available by right-clicking a layer with an effect applied.

• Clear Effects

Removes the currently applied layer effect(s) permanently. Also available by right-clicking a layer with an effect applied.

• Copy Effects

Copies the effects applied to a layer onto the clipboard. Also applies to groups. Also available by right-clicking a layer with an effect applied.

• Paste Effects

Pastes any copied layer effects onto a new layer. Also applies to groups. Also available by right-clicking a layer.

Arrange >

Displays a submenu with the following choices:



• Bring to Top

Moves the active layer (group) to the top of the layer stack.

Selection tools – Rectangle, Ellipse

Combination buttons, Feather, Antialias, Selection area sizes

Selection tools - Freehand, Polygon

Combination buttons, Feather, Antialias

Selection tools - Magnetic

Combination buttons, Feather, Antialias, Frequency, Contrast

Selection tools - Standard

Combination buttons, Feather, Antialias

Colour selection

Combination buttons, Tolerance, Antialias, Contiguous, Use all layers

Colour pickup

Pickup options

Paintbrush

Blend mode, Opacity, Brush options, Size, Flow, Airbrush

Pencil

Blend mode, Opacity, Brush options, Size

Clone

Blend mode, Opacity, Brush options, Size, Flow, Airbrush, Aligned, Use all layers

Pattern

Blend mode, Opacity, Brush options, Size, Flow, Airbrush, Pattern, Aligned

Picture brush

Blend mode, Opacity, Diameter, Stylus (Size and Opacity)

Blemish Remover

Size

Scratch Remover

Brush options, Size, Use Pattern, Aligned, Use all layers

Patch Tool

Combination buttons

Red eye

-

Smudge, Blur, Sharpen

Brush options, Size, Blend Mode, Opacity, Use all layers

Dodge, Burn

Brush options, Size, Tones, Exposure, Airbrush

Sponge

Brush options, Size, Mode, Flow, Airbrush

Scratch Remover

Brush options, Size, Use Pattern, Aligned, Use all layers

Context toolbar

Context toolbars bring commonly used options to hand. If you're performing an operation on a layer, e.g. painting, applying text, drawing a line/shape, etc., it's really time-saving and less cumbersome to use the Context toolbar as a shortcut instead of navigating through menus or tabs. The Context toolbar does this well and, as its name suggests, the options shown will be specific to the currently selected tool. For instance, the properties for the Paintbrush Tool of blend mode, opacity, brush characteristics, flow and airbrush are available from its Context toolbar, i.e.



These differ from the options on the Context toolbar which would be displayed if the Crop Tool was selected, i.e.



If you choose a different tool then the Context toolbar will change to the tool options associated with that newly selected tool.

The properties can be edited directly from the Context toolbar by changing drop-down menus, text boxes, value boxes and check boxes. Dialogs may also be launched directly from the Context toolbar.

Tools and Context toolbar options

The table below describes the tool and the Context toolbar options associated with that tool.

Tool	Options on Context toolbar
Crop Opacity, Thirds grid,	Crop Size, Crop dimensions, Units, Shading, OK, Cancel
Straighten	Canvas options, Rotate All Layers
Move	Automatically select layer, Align linked layers, Distribute linked layers
Deform	Resampling, Selection methods
Selection Deform	-
Mesh Warp	Mesh type, Resampling, Selection methods, Mesh tool options
Elastic Warp, Pinch,Punch, Clockwise twirl, Anticlockwise twirl, Thick /Thin Warp, Unwarp	Opacity, Brush options, Size, Quality

• **Move Up**

Moves the active layer (group) up one level in the layer stack.

• **Move Down**

Moves the active layer (group) down one level in the layer stack.

• **Send to Bottom**

Moves the active layer (group) to the bottom of the layer stack.

Align>

To align objects on two or more selected layers, choose this option then select one of the following commands from the submenu: Top, Vertical Centre, Bottom, Left, Horizontal Centre, or Right.

Distribute>

To distribute objects on two or more selected layers, choose this option then select one of the following commands from the submenu: **Top Edges, Vertical Centre, Bottom Edges, Left Edges, Horizontal Centre, or Right Edges.**

Matting>

Displays a submenu that lets you **Remove White Matte** or **Remove Black Matte**. These functions remove either white or black pixels from the edges of an antialiased selection, yielding a smoother blend between the selection and the image content below. (See the topic [Manipulating a selection.](#))

Select Menu

Commands for defining and modifying a selection within the image.

Shortcut: [Alt+S](#)

Select **A**ll

Selects the entire active layer.

Tip: You can also press [Ctrl+A](#).

Deselect

Selects nothing.

Tip: Clicking with most selection tools has the same effect of cancelling the selection (exceptions are the Polygon and Magnetic Selection tools). You can also press [Ctrl+D](#).

Reselect

Remembers and retrieves any previously made selection.

Invert

Selects the portion of the active layer outside the current selection. Unselected pixels become selected, and vice versa.

Tip: You can also press [Ctrl+Shift+I](#).

Modify >

(See [Modifying a selection](#).)

Displays a submenu with the following choices:

• **F**eather...

Displays a dialog that lets you blur outward from the edges of the selection by a specified pixel value.

• **G**row

Extends the selection to include adjacent pixels that are close in colour value, as determined by the Colour Selection Tool's tolerance setting on the Context toolbar.

• **S**imilar

Extends the selection to include pixels anywhere in the active layer (not just adjacent) that are close in colour value, as determined by the Colour Selection Tool's tolerance setting on the Context toolbar.

• **C**ontract...

Displays a dialog that lets you shrink the borders of the selection by a specified number of pixels.

• **E**xpand...

Displays a dialog that lets you expand the borders of the selection by a specified number of pixels.

• **B**order...

Displays a dialog that lets you create a new selection as a "frame" of a specified pixel width around the current selection.

Window menu

Commands for arranging image windows.

Shortcut: [Alt+W](#)

New Window

Open another window for the active image.

Cascade

Arranges the windows as overlapping tiles.

Tile Horizontal

Arranges the windows as horizontal, non-overlapping tiles. Useful for one on top of the other comparisons.

Tile Vertical

Arranges the windows as vertical, non-overlapping tiles. Useful for side-by-side comparisons.

Arrange Icons

Moves minimized windows to the bottom-right of the PhotoPlus workspace.

Window List

Shows the names of open image windows, with the currently active window checked.

Click a window's name to work on that image.

- **Paths tab**

Check to show the [Paths tab](#). Uncheck to hide it.

- **Swatches Tab**

Check to show the [Swatches tab](#). Uncheck to hide it.

- **Tool Presets Tab**

Check to show the [Tool Presets tab](#). Uncheck to hide it.

Reset Workspace tabs

Select to reset the Workspace tab settings to their default positions. PhotoPlus tool properties and view settings remain unaffected.

Load Workspace tabs...

Loads workspace tab settings from a previously saved .wtb file.

Save Workspace tabs...

Saves the current workspace tab settings to a .wtb file. At some point in your photo editing session you may want to save the layout of your tabs in the current workspace, with respect to positioning, their size, whether they are switched on/off and if docked or not.

Tools Toolbar

Uncheck to hide the [Tools toolbar](#). Check to view it again.

Standard Toolbar

Uncheck to hide the [Standard toolbar](#). Check to view it again.

Photo Studio Toolbar

Uncheck to hide the [Photo Studio toolbar](#). Check to view it again.

Context Toolbar

Uncheck to hide the [Context toolbar](#). Check to view it again.

Hintline

Uncheck to hide the [HintLine](#). Check to view it again.

See Also:

! The sequence of topics on "Understanding the Workspace," starting with [Working with PhotoPlus windows](#)

- **Threshold...**

Displays a dialog that lets you convert a soft-edged, variable selection into a hard-edged, "all or nothing" selection, using a specified cutoff value.

- **Smooth...**

Displays a dialog that lets you smooth a selection's edges by applying a median cut filter, using a specified Radius setting.

Create from Mask

Creates a selection based on the active layer's mask. Darker areas on the mask become relatively less selected than lighter areas, i.e. more protected from changes.

Tip: You can also **Ctrl**-click the mask preview next to the layer name on the Layers tab.

Create from Layer Alpha

Creates a selection based on the active layer's alpha (opacity) channel. Transparent areas become relatively less selected than opaque areas, i.e. more protected from changes.

Tip: You can also **Ctrl**-click the image preview next to the layer name on the Layers tab.

Colour Range...

Displays a dialog that lets you create a selection by tagging one or more ranges of the full colour spectrum. (See the subtopic [Colour Range](#).)

Load Selection...

Displays a dialog that lets you open a selection previously stored in any currently open file. (See the subtopic [Storing selections](#).)

Store Selection...

Displays a dialog that lets you store the selection as a channel in any open file. (See the subtopic [Storing selections](#).)

Paint to Select

Enters a mode where you can edit any selection as a mask while viewing your image. For example, use the paintbrush to extend or contract the selection, or apply a filter to distort the edges of the selection. (See [Modifying a selection](#).)

Paint to Select Options...

Displays a dialog that lets you set preferences for the Paint to Select mode. You can specify the colour and opacity of the mask, and whether it indicates selected or deselected regions.

Show Marquee

Check to show the marquee defining the edges of the selection. Uncheck to hide the marquee (without changing the selected region, which remains actively selected).

See Also:

! The sequence of topics on "How to Manipulate All or Part of an Image," starting with [Making a selection](#)

View Menu

Commands for setting display options.
Shortcut: [Alt+V](#)

Normal Viewing (1:1)

Restores the zoom view to 1:1 (100%).

Tip: You can also press [Alt+Ctrl+0](#).

Zoom to Fit

Scales the image to fit the current window area.

Tip: You can also press [Ctrl+0](#).

Zoom In

Progressively increases the zoom ratio at which your image is displayed, for example, from 25%, to 33%, to 50%, and so on.

Tip: You can also press [Ctrl++](#), left-click with the **Zoom** tool, rotate the mouse wheel, or use the slider on the **Navigator** tab.

Zoom Ot

Decreases the zoom ratio at which your image is displayed, progressing incrementally from 1600% down to 6%.

Tip: You can also press [Ctrl+-](#), right-click with the **Zoom** tool, rotate the mouse wheel, or use the slider on the **Navigator** tab.

Rulers

When checked, rulers are visible at the top and left of the document window. Uncheck to hide rulers. (See the Visual Reference topic [Using screen layout tools](#).)

Tip: You can also press [Ctrl+R](#).

Grid

When checked, the alignment grid is visible. Uncheck to hide the grid.

Tip: You can also press [Ctrl+M](#).

Guides

When checked, layout guide lines you've added are visible. Uncheck to hide the guides.

Tip: You can also press [Ctrl+Q](#).

Snapping

When checked, the marquee or selection aligns to layout elements per the "Snap to" settings (see below).

Snap to>

• Grid

When checked, with Snapping on, elements you create with the painting, selection, and shape tools align with the nearest grid line.

• Guides

When checked, with Snapping on, elements you create with the painting, selection, and shape tools align with the nearest guide line.

• Document

When checked, with Snapping on, elements you create with the painting, selection, and shape tools align with the nearest document edge.

View Tabs>

• Animation Tab

When working in [animation mode](#), check to show the [Animation tab](#). Uncheck to hide it.

• Brush Tip Tab

Check to show the [Brush Tip tab](#). Uncheck to hide it.

• Channels Tab

Check to show the [Channels tab](#). Uncheck to hide it.

• Character Tab

Check to show the [Character tab](#). Uncheck to hide it.

• Colour Tab

Check to show the [Colour tab](#). Uncheck to hide it.

• Documents Tab

Check to show the [Documents tab](#). Uncheck to hide it.

• How To Tab

Check to show the [How To tab](#). Uncheck to hide it.

• Histogram Tab

Check to show the [Histogram tab](#). Uncheck to hide it.

• History Tab

Check to show the [History tab](#). Uncheck to hide it.

• Intant Effects tab

Check to show the [Instant Effects tab](#). Uncheck to hide it.

• Layers Tab

Check to show the [Layers tab](#). Uncheck to hide it.

• Macros tab

Check to show the [Macros tab](#). Uncheck to hide it.

• Navigator Tab

Check to show the [Navigator tab](#). Uncheck to hide it.