

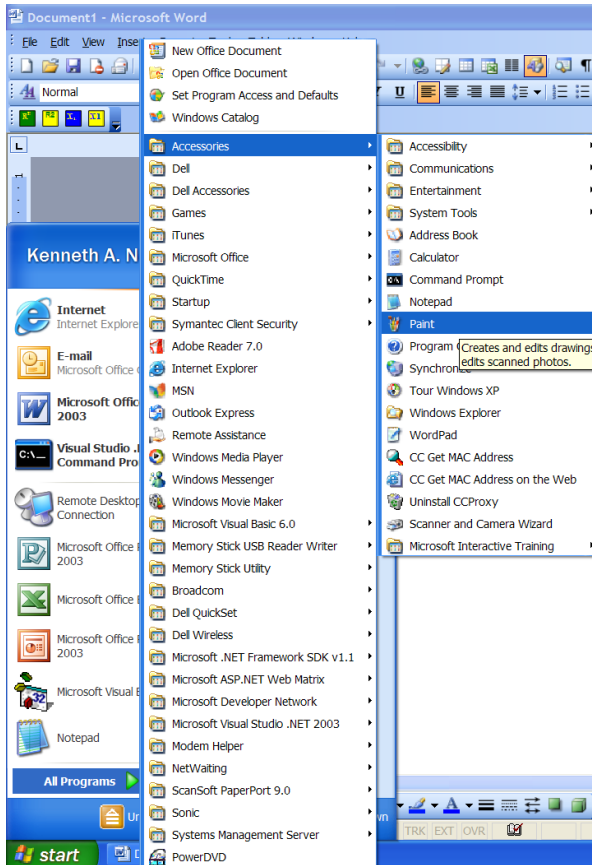
Using Microsoft Paint

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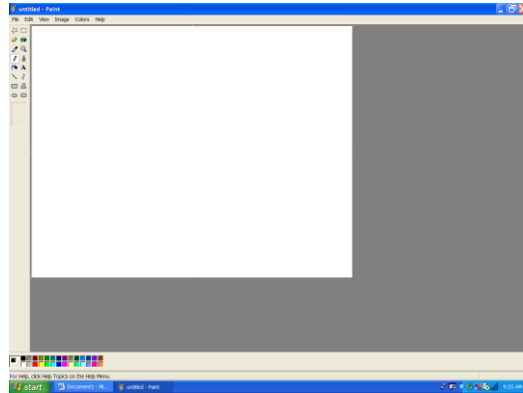
What is Paint?

Microsoft Paint is a graphics development tool that comes packaged with Microsoft's Windows operating system. As such, it is free and is functional on all Windows machines.

Opening Paint



- click the “Start” – “All Programs” - “Accessories” – “Paint” options from the Windows desktop
- The Paint work area (see below) appears



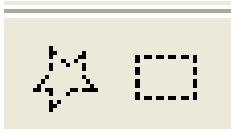
The Toolbar



Tools can be chosen by clicking on them one at a time. Choosing a tool deselects the previous tool selected. A more detailed explanation of each of the tools follows:

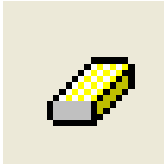
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Selection Tools



The selection tools are used to highlight objects on the canvas to be moved, deleted, or changed. The “Star- shaped” tool allows the user to create a “freehand” selection area while the “Square-shaped” tool mandates that the user drag a rectangle shaped selection area.

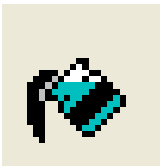
The Eraser



While left-clicking and dragging the eraser over any object on the canvas, that portion of the object is erased. The size of the eraser can be adjusted by using the size selector at the bottom of the toolbar. This selector is only visible when the eraser is selected.



Fill Tool



Choose this tool to fill any **completely enclosed object or area** on the canvas. The color can be chosen via the *Color Box* located at the bottom/left of the Paint screen.

Color Box

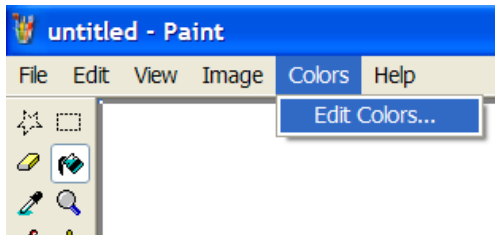


Colors can be chosen from this color box in conjunction with the fill tool as well as other object tools in the toolbar

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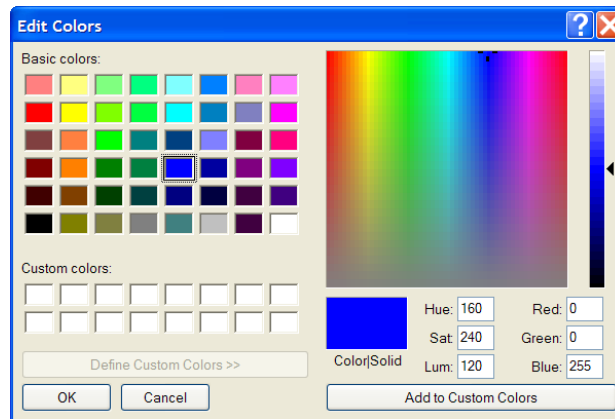
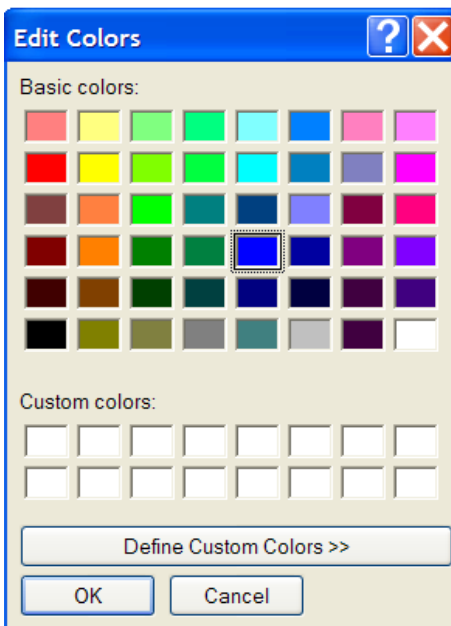
Additional Colors

Additional colors (over and above those in the color box) can be accessed by using the **Colors – Edit Colors** menu options. Then, the **Edit Colors Pane** will open allowing the user to choose different shades.



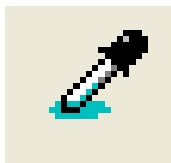
Edit Colors Pane

By choosing the **Define Custom Colors** button, additional shades can be chosen.



Here, the user can choose a basic color and its pallet will appear to the right. Clicking in the pallet will choose a color, the shade of which can be adjusted via the color slide all the way to the right. In addition, the RGB color code is available .

Pick Color Tool



This tool allows the user to click on any color in any object on the canvas and it will be chosen as the current color for filling or drawing additional objects.

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Magnifier Tool

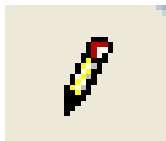


Choosing this tool enables the **Magnification Option Pane** to open, allowing the user to choose the amount of magnification he/she desires in order to accomplish a task. Many times, intricate shading and finishing work needs to be done in a magnified mode.



← Magnification Option Pane

Pencil Tool

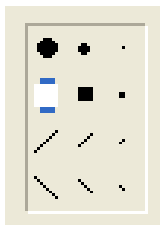


This tool, in conjunction with the color pallet allows the user to create free-hand lines.

Brush Tool



The brush tool allows the user to draw freehand “brush-stroke-like” lines where, depending upon the brush chosen, the effect of a true brush stroke with differing widths can be achieved. The brush stroke choices appear at the bottom of the toolbar when the brush is chosen.

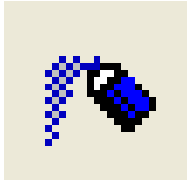


The brush stroke selections consist of 2-dimensional strokes (constant width) and true brush strokes (diagonal lines).

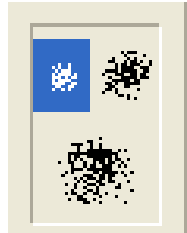
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Air Brush Tool

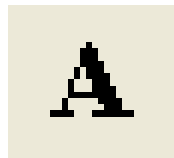


This tool allows the user to “spray” color onto the canvas in concentrations designated by the air brush selector pane, which appears at the bottom of the toolbar when the air brush is chosen.



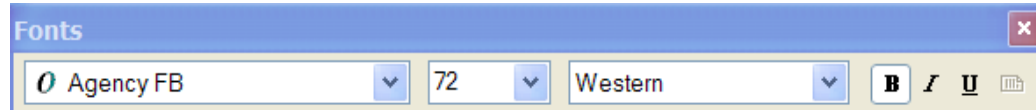
By choosing wider spray patterns, the user can diffuse the color chosen a bit more when applying it to the canvas.

Text Tool

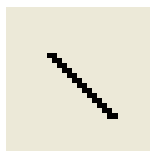


The text tool allows the user to add text to the canvas. The text color is chosen as per the description in the Fill Tool section above. Text attributes are chosen via the **Fonts** toolbar which appears after the user

1. Chooses the text tool and
2. Drags a text box onto the canvas



Line Tool



The user chooses this tool, chooses the color and then, chooses the width from the width pane. **The line width chosen will carry over to all subsequent objects created.** Therefore, the line tool **must be chosen to set the default line width for all objects.**

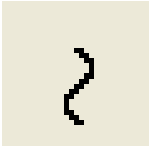


This is the line width pane. It will set the default line width for all subsequent lines, rectangles, circles, etc.

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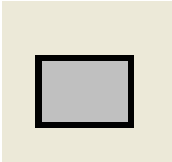
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Curve Tool

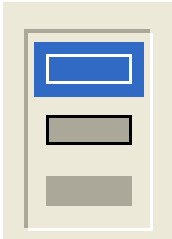


Using this tool, the user can drag a line in the same manner as with the line tool of a width and color as described above. Then, the user can left-click and drag on a point in the line to curve it in that direction.

Rectangle Tool

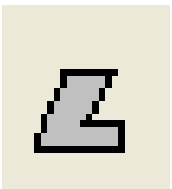


Using this tool, the user can drag a rectangle of the designated line-width and color.



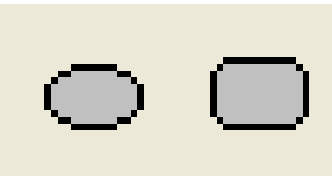
All two-dimensional objects (those objects capable of being filled) can be drawn with no border (filling it with a different color will not show a border), a border (filling with a different color will show the border), or automatically filled (upon double-clicking to finish the object, it is filled).

Polygon Tool



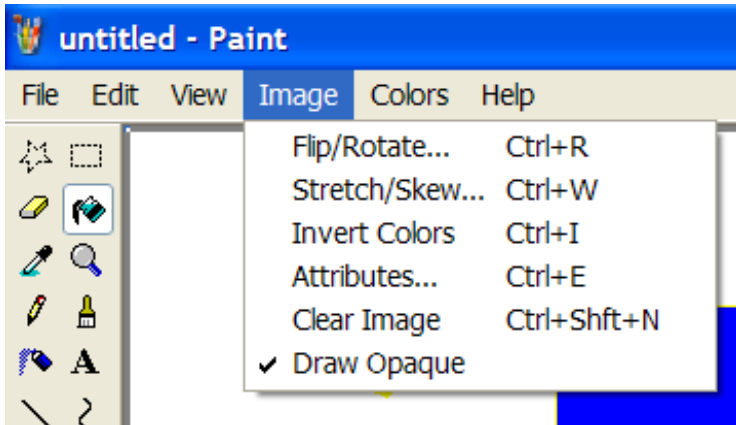
The user can use this tool to create a many-sided shape by continually left-clicking and dragging as many **consecutive** lines as desired. The polygon is finished by double-clicking, creating a line from the end of the last line drawn to the beginning point. Widths, colors, and fills are chosen as before.

Ellipse and Rounded Rectangle Tools

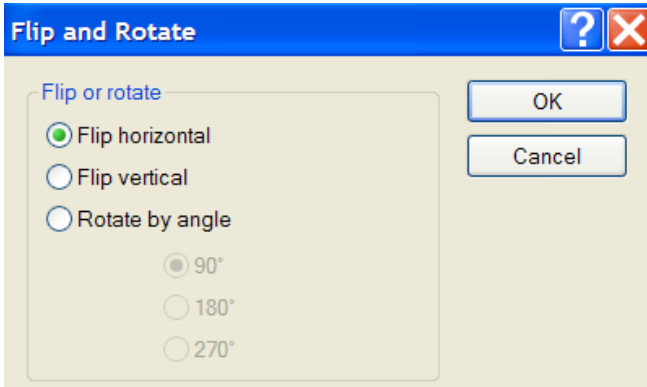


These tools react exactly as the other two-dimensional objects except for, obviously, their shapes.

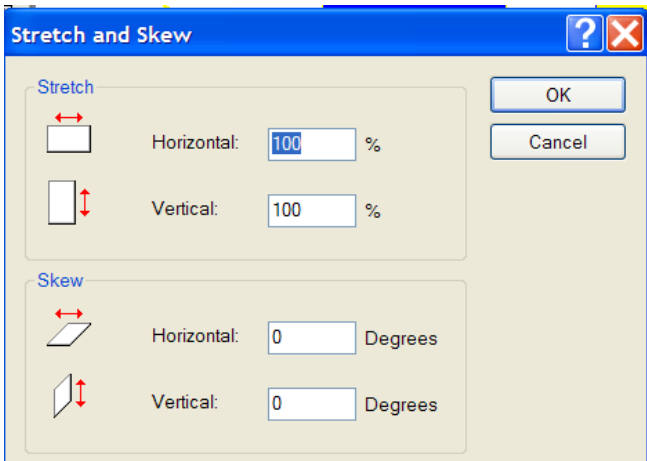
The Image Menu



Options



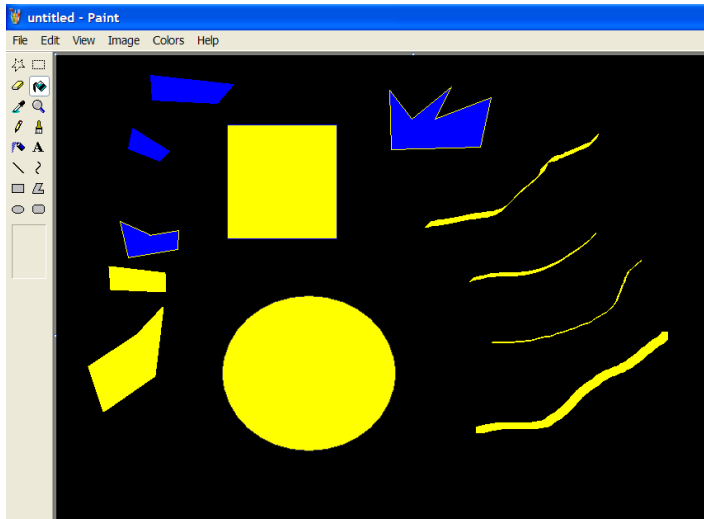
Flip and Rotate



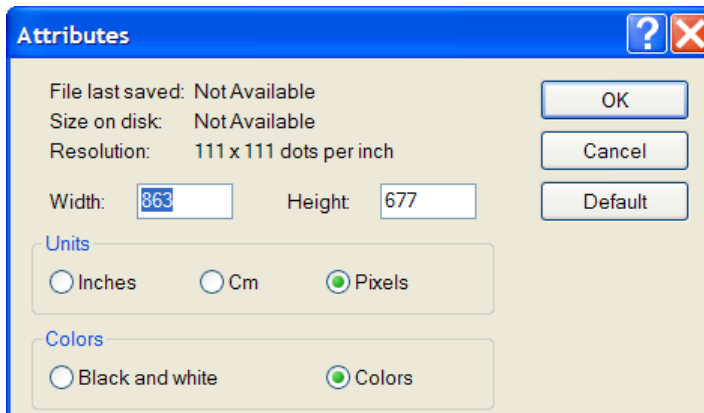
Stretch and Skew

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Invert Colors causes a white to become black, a gold – blue, and a blue-gold.



Attributes