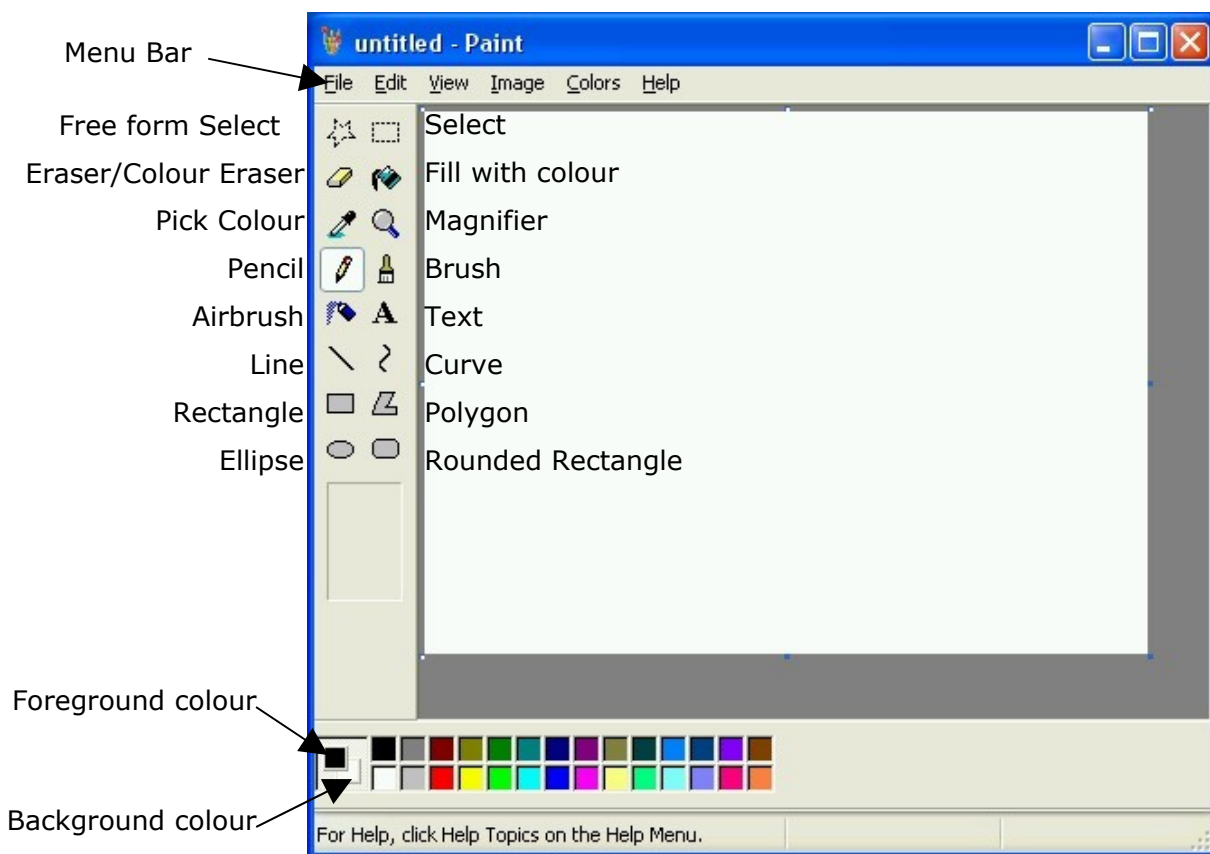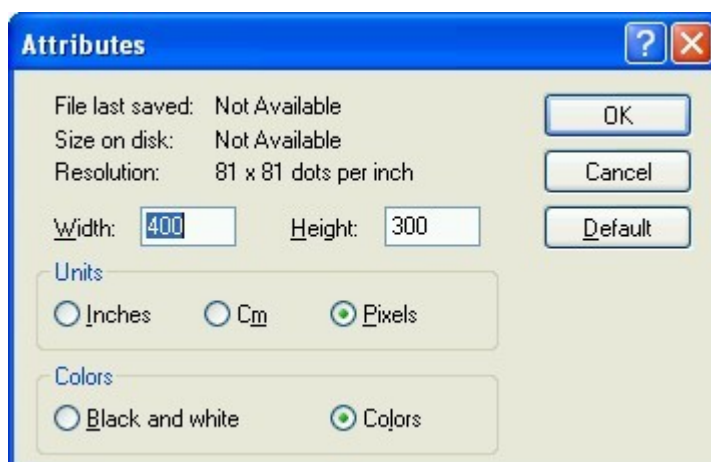# Microsoft Paint

Paint is a drawing tool you can use to create simple or elaborate drawings. These drawings can be either black-and-white or colour. Drawings can be printed, used as desktop background or pasted it into another document.

The Paint working area, Menu & Tool Bars

Menu Bar

Free form Select

Eraser/Colour Eraser

Pick Colour

Pencil

Airbrush

Line

Rectangle

Ellipse

Foreground colour

Background colour

untitled - Paint

File Edit View Image Colors Help

Select

Fill with colour

Magnifier

Brush

Text

Curve

Polygon

Rounded Rectangle

For Help, click Help Topics on the Help Menu.

First define the image area by clicking on *Image > Attributes*.

Attributes

File last saved: Not Available
Size on disk: Not Available
Resolution: 81 x 81 dots per inch

Width: 400   Height: 300

OK

Cancel

Default

Units
○ Inches   ○ Cm   ● Pixels

Colors
○ Black and white   ● Colors

Set the image width and height using inches, centimetres or pixels. You can also choose to produce a colour or black and white image.
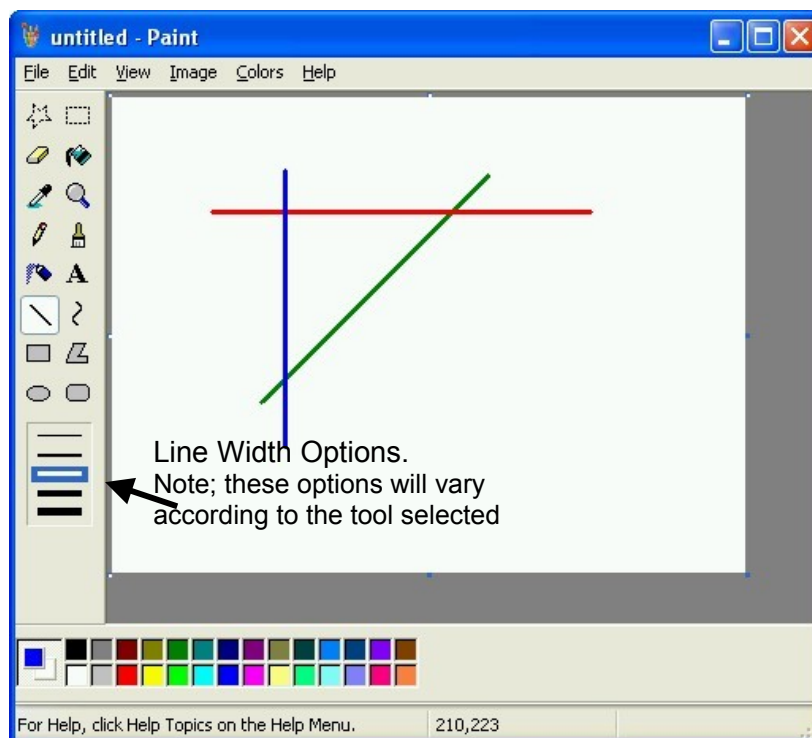
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Foreground and Background colour

To select the foreground colour click the left mouse button on the desired colour from the colour bar. For the background colour click the right mouse button.

To draw a straight line

Click on the *Line* tool then select the line width from the box below. Move the cursor, which will have changed to crosshairs, onto the image area. Hold down the left button and drag the cursor to the required place then release
the button.

To draw true horizontal, vertical or 45^0 lines hold down the *Shift* key at the same time. To draw the line in the foreground colour use the left mouse button; to draw the line in the background colour use the right mouse button.

Line Width Options.
Note; these options will vary according to the tool selected

To draw a curved line

Click on the *Curve* tool and select line width. Draw a straight line as previously described. Click where you want one arc of the curve to be, and then drag the pointer to adjust the curve. Repeat this step for a second arc.

You can only create two curves for each line. To draw the line in the foreground colour use the left mouse button; to draw the line in the background colour use the right mouse button.
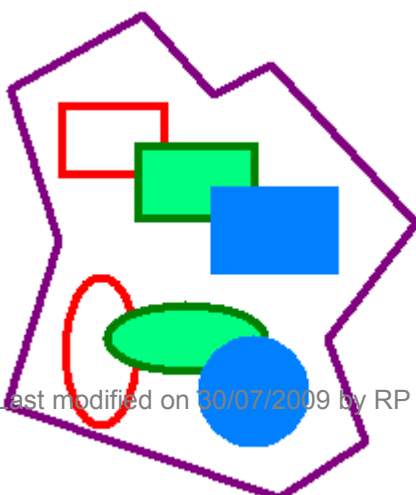
To draw a shape
Select whichever shape tool you wish to draw. From the option box below select outline (foreground colour), outline and fill (foreground and background colour respectively) or just fill colour (foreground colour).

Starting at the top left hand corner click on the image area where you wish to start drawing the shape and drag the shape to the required size. If you want an exact square hold down the *Shift* key as you draw a *Rectangle/Rounded Rectangle* shape. For a perfect circle hold down the *Shift* key as you use the *Ellipse* tool.
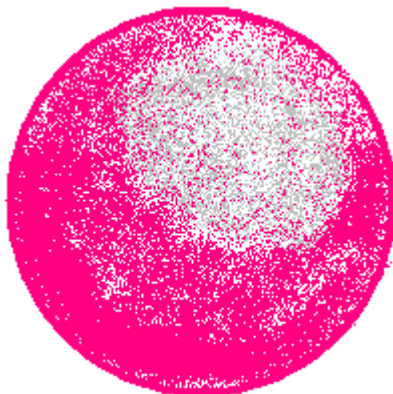
Drawing a polygon is slightly different. Select the Polygon tool and the outline

and fill option box as described above. Click at the starting point of the polygon, and holding down the left button draw the first side of the shape. Thereafter you need to click at the end of each line that makes up the polygon, the programme will fill in the lines as you draw, finishing at the start point.

Pencil, Brush & Airbrush

The *Pencil* and *Brush* tools allow for freehand drawing. The *Pencil* tool doesn't have any options; it just draws a thin line in either the foreground colour (left mouse button) or background colour (right mouse button).

The Brush tool has the option of a range of brush strokes, available from the option box that appears when the Brush tool is selected. The choice is that of a round, square, left or right angled brush in three different sizes. As with the Pencil tool the colours are chosen by using the left or right mouse button for fore or background colours.

Similar to the Brush is the Airbrush tool. Again available in three sizes the Airbrush paints a spray effect which increases in density depending upon the speed at which the tool is moved across the image; just like an airbrush really! Colour is chosen by using the left or right mouse button for fore or background colours.

Fill With Colour

A shape can be filled with colour by using the *Fill With Colour* tool. Click on the *Fill With Colour* tool, place it over the shape (object or

area) to be filled and left or right click depending upon whether the fore or background colour
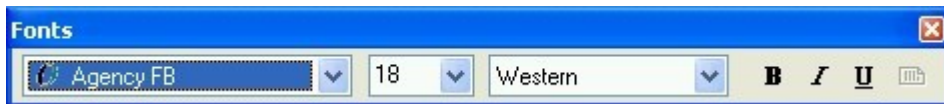is required.

If the shape you want to fill has any breaks in its border, the fill colour spreads to the rest of the drawing area.

Eraser

The *Eraser* tool, available in four sizes, rubs out whatever it passes over while the left mouse button is held down. The background colour will therefore show through.

Text

Text can be added to the image by first selecting the *Text* tool and then drawing a box on the image area. When the box is complete the *Text Toolbar* will appear.

Choosing font, size, etc. is the same as in other Microsoft programmes.

The text colour will be that of the foreground colour, to change the colour of the text, click a colour in the colour box.

Note: *you can enter text in a text box only once. When you click outside the box, the text is converted to a graphic image and you cannot make it active again.*

To make the background opaque and defined by the background colour, click To make the background of the text transparent, click

Putting it all together

Although a limited programme it is useful for designs such as banners or logos for newsletters.

Using Paint

Now that you know how to use all the tools available in Paint it's just a case of using your design skills.

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