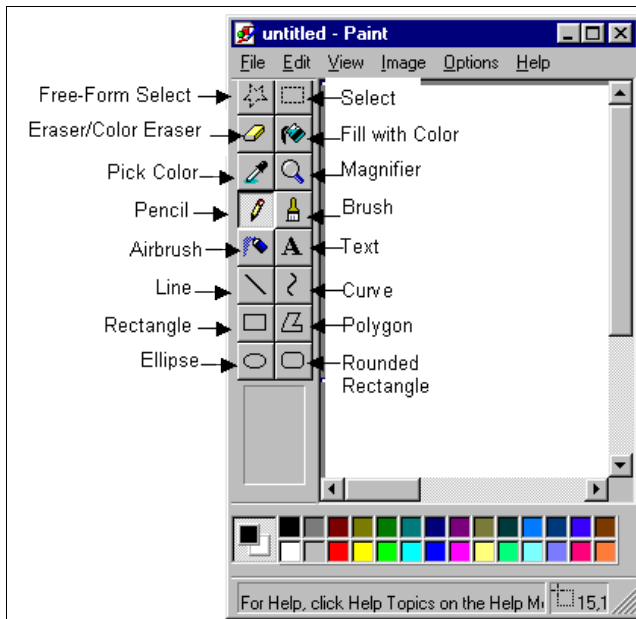


Window's Paint Tools



The selection of Paint tools.

Left click the mouse button on any one of these will switch on that function.

With the chosen function the colour in the bottom left hand box is in use, all except the top **Select** tools and the **Magnifier**.

Drawing a Line, Circle, Text or Paint will default to that colour.

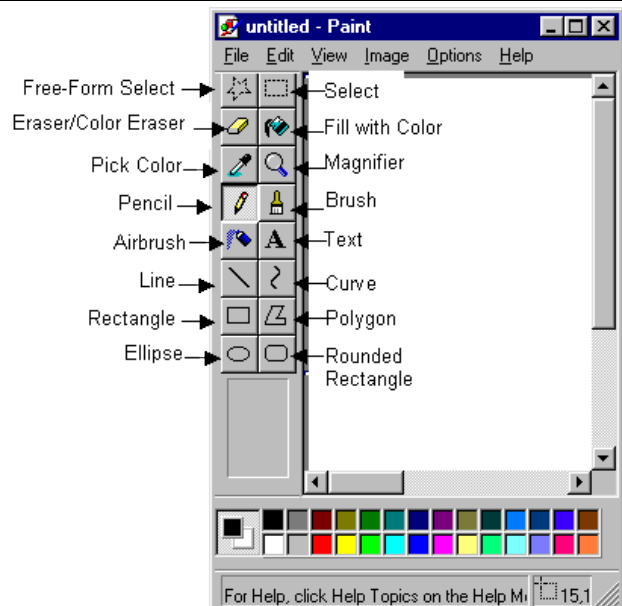
Holding down the Right hand **mouse button** selects the colour behind the top colour.

Example Lines will be in Black.

If the Right hand is held down the Lines will be White.

To change a colour left click the mouse button on the colour in the **Colour Bar**.

To make a change to the **Eraser** colour or **Fill-in** colour used in **Rectangle, Polygon, Ellipse or Rounded Rectangle**. Right click the mouse on the colour in the **Colour Bar**.



Short Cut Keys

There are many Short Cut keys with Microsoft Windows. All are compatible with Microsoft products. If you make a selection in MS Word, Paint or any other MS product you can Copy that Selection Using **Ctrl** then **C** keys on the **Keyboard**.

Places the selection on the Clipboard.

To **Paste** the selection from the **Clipboard**, use the **Ctrl** then **V** keys.



Clean up a Photo Using Microsoft Paint.



The photo on the left is of Penrith Valley Seniors Centre. The image is full of unwanted items. The garbage bin, two signs and leaning light pole.

The method that will be used with Microsoft Paint is similar to Adobe Photo Shop.

Paint Shop is far superior in handling photo repair and changing composition than the basic Microsoft Paint.

Open Windows Paint by double clicking the desktop icon.

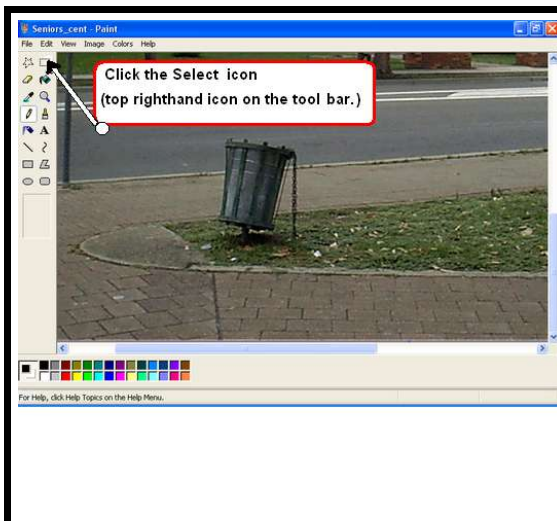
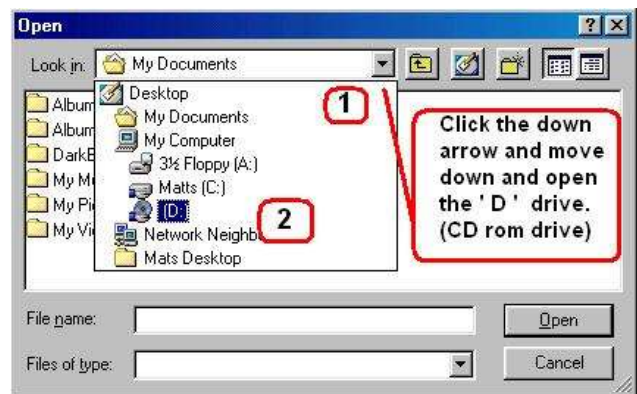
Click on **File** then click on **Open**.

The program defaults to **My Documents**.

Click on the down arrow to the right of **My Documents** and select the 'D' drive or CD rom drive.

Open **Pix_files** folder on the Club CD and double click **Seniors_Cent. Jpg**.

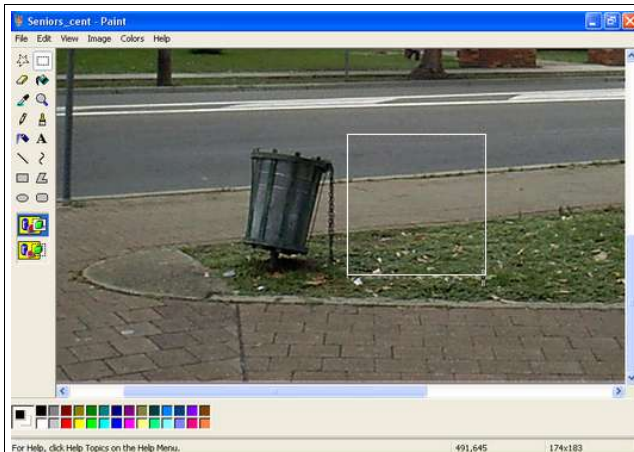
This will load the above image.



With the image now loaded into **Paint**, use the slider bars on the right and bottom of the frame to align the photo as shown.

Click on the **Select Icon Tool** at the top of the tool bar options.

When using this tool on the work area choose the area to Select and left click the mouse button. Hold down the left mouse button and Drag a square around the object to work on.



Note: Care should be taken when using this copy function of **Ctrl** . Unlike Adobe Photo Shop there is no Undo for any errors made in picture alignment.

To remove an unwanted object from a picture choose an area with the same texture, in most images there will be a section that is similar to the surrounding area.

Using our example on the left, **Drag** the area shown.



Hold down the **Ctrl** . While holding down the key move the cursor to the centre of the selected area and **Drag** that area over the garbage bin and align the cutter and foot path edge with the copied section.

Tip: This copy shortcut can be used in Adobe Photo Shop program.

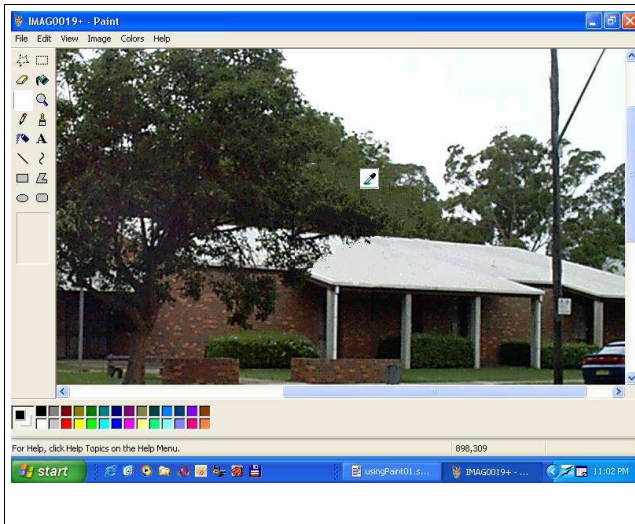


Notice how the garbage bin is stamped out using this method. One small section of the bin remains. Select part of the road with the same texture and follow the same procedure above to blot out the last of the bin.



Continue removing unwanted objects from the photo using the method above.

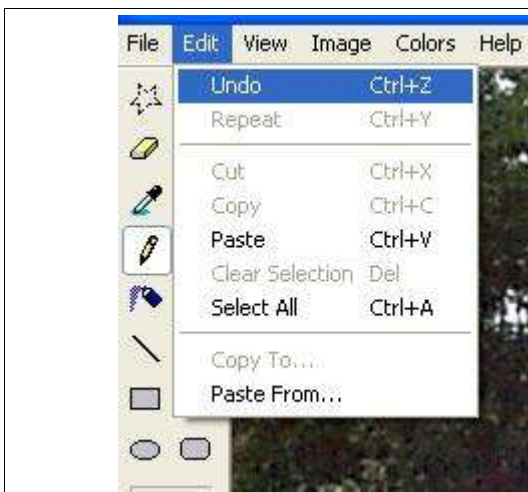
The sign covering the tree and roof line require the same approach with the use of a chosen section of the tree to duplicate the branch overhang.



Final touches to the photo around the tree area can be made using the Airbrush tool.

First go to an area of the photo to take a sample of the colour to spray. In this example the tree above the roof line. The sample tool is the **Pick Color** (eye dropper). Click on this tool and move to the tree colour to take a sample. Click to select the sample. Move back to the tool bar and click on the **Airbrush** icon.

Lightly spray in the tree colour.



In all modes if you make an error go to **Edit** and click on **Undo** to take out the last function.

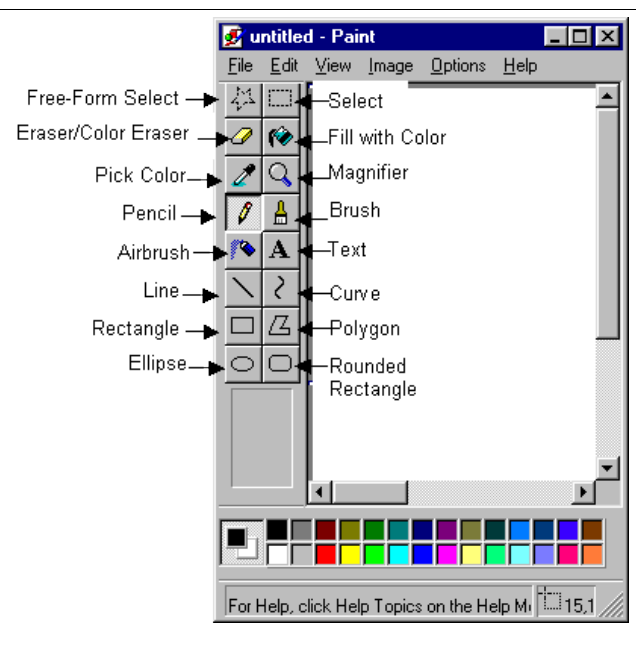
Unlike Adobe Photo Shop which can undo all errors, Paint can only undo the last function.

*Note: Care should be taken when using the copy function of **Ctrl**. Unlike Adobe Photo Shop there is no Undo for any errors made in picture alignment.*



Tool bar showing the Pick Color and Airbrush tools.

In Airbrush mode you have a choice of spray patterns to choose from.



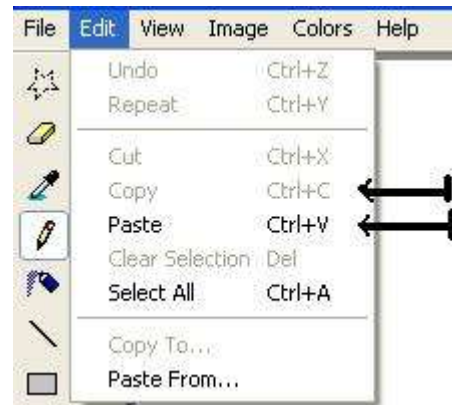


With the post and street sign work in small sections. If you take a large selection.

The roof line and street cutter will be hard to align as the roof slants to the left, dropping down to match the roof will misalign the cutter.

Same for the street sign too large a selection will make the road lines miss match.

To patch up the tree overhang to the left of the building, choose a section of the tree that will match and paste into place.



Use Copy and Paste when working on tricky sections as you can Undo the last selection of paste.



By using this method you can clean-up an otherwise untidy photo. This is the same procedure used in Adobe PhotoShop and Paint Shop 8.

Repair old photos in PhotoShop and Paint Shop by selecting sections of the photo and paste into place.