Introduction to Microsoft Paint

Microsoft Paint is a simple graphics editing program that is included with Microsoft Windows.

Although Paint is not very sophisticated, like the Notepad text editor, you may get stuck someplace where you need to do graphics editing and all that is avaiable is Paint.

In addition, the features of Paint are included in most graphics editing programs in more sophisticated form, so learning Paint is a good introduction to other graphics editing programs.

General Information

Microsoft Paint is the default application for processing Windows bitmap files. Bitmaps are one form of graphics commonly used on computers (most background images you see are bitmaps). They are generally too large for use on the internet, however.
The default file extension of a bitmap file is .bmp. If you see a file that ends with that, it is a bitmap image.

Starting Paint

One way to start Paint from the Desktop is as follows.

o Select "Start", "Programs", "Accessories", "Paint".
o On other computers, the executable file for Paint is pbrush.exe and is located in the Windows directory, usually C:\WINDOWS.

Selecting and Viewing parts of the picture

Free-form Select button

o Used to select areas of the image in any shape.

Select button

o Used to select rectangular areas of the image.

o Either of these will select areas to copy, erase, or fill with color

Magnifying tool

o Zooms in to the picture to see more detail

Drawing Lines

To draw a straight line

1. In the toolbox, click the straight line tool.
2. At the bottom of the toolbox, click a line width.
3. Choose a color for the line.
4. To draw the line, drag the pointer.
5. Draw a perfectly horizontal, vertical, or diagonal line by holding down SHIFT while dragging.
6. HINT: Use the left mouse button to draw with the foreground color; use the right mouse button to draw with the background color.

To draw a free-form line

7. In the toolbox, click the <u>pencil</u>
8. To draw the line, drag the pointer.

To draw a curve

9. In the toolbox, click the <u>curved line tool</u>
10. At the bottom of the toolbox, click a <u>line width</u>.
11. Draw a straight line by dragging the pointer.
12. 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.
13. Each curve must have at least one arc but no more than two.

To draw an ellipse or circle

14. In the toolbox, click the <u>picture of the oval</u> .
15. Drag the pointer diagonally.
16. You can draw a perfect circle by holding down SHIFT while you drag.
17. You can color it in by clicking a <u>fill style</u> at the bottom of the toolbox. Click a new color in the color box to change the line color, or right-click a new color to change the fill color.

To draw a rectangle or square

18. In the toolbox, click the <u>square</u> to create a square-cornered shape, or click the <u>rounded edge square</u> to create a round-cornered shape.
19. To draw a rectangle, drag the pointer diagonally in the direction you want.
20. To draw a square, hold down SHIFT while dragging the pointer.
21. You can create a colored fill by clicking a <u>fill style</u> at the bottom of the toolbox.
22. The border width of the box is the same as the thickness selected for the line tools. To change the border thickness, click the <u>line or curve tool</u> in the toolbox, and then click the thickness you want in the box below the toolbox.

To draw a polygon (a shape with many sides)

23. In the toolbox, click on the <u>polygon tool</u>.
24. To draw the polygon, drag the pointer and click at each corner, and then double-click when done.
25. To use only 45- and 90-degree angles, hold down SHIFT while dragging.

To add Text

26. Make sure the foreground color is the color you want to write in.
27. Click on the <u>Text tool.</u>
28. Drag a text box across the picture.
29. Type the text you want.
30. Click on VIEW, TEXT TOOLBAR to change the font and size.
31. MAKE SURE you have it exactly right before you click off the text box. Once you have added text, you CAN NOT erase it.

Using Colors

To set the foreground and background colors

1. To set the foreground color click a color in the color box.
2. To set the background color right-click a color in the color box.
3. The colors selected appear at the left in the color box. The top color is the foreground color. The bottom color is the background color.

To pick a color (from an image that has colors already)

4. In the toolbox, click on the Eyedropper.
5. Click on the desired color in the image.
6. Notice how that color then becomes the foreground color.

To fill an area or object with color

7. In the toolbox, click on the paint can.
8. Click the area or object you want to color.
9. If the shape being filled has any gaps in its border, the color leaks through to the rest of the drawing area. You can find and close any openings by clicking the View menu, pointing to Zoom, and then clicking Large Size or Custom.
10. The default background and foreground colors appear at the left in the color box. You can fill with the foreground color by clicking, or you can fill with the background color by right-clicking.

To paint with a brush

11. In the toolbox, click the paintbrush.
12. At the bottom of the toolbox, click a brush shape.
13. To paint, drag the pointer.

To create an airbrush effect

14. In the toolbox, click the can of spray paint.
15. At the bottom of the toolbox, click a spray size.
16. To spray, drag the pointer.

Erasing

To erase a small area

1. In the toolbox, click on the eraser .
2. At the bottom of the toolbox, click an eraser shape.
3. Drag the pointer over the area you want to erase.
4. The selected background color shows what color the eraser will leave behind. You can change the background color by right-clicking another color in the color box.

To erase a large area

5. In the toolbox, click the rectangle to select a rectangular area or click the polygon shape to select a free-form area.
6. Drag the pointer to select the area you want to erase.
7. On the Edit menu, click Clear Selection.