



Microsoft



MICROSOFT PAINT

Lesson Objectives:

- Open MS Paint
- Overview of the MS Paint Window/interface including the title bar, menu tabs, toolbox, Color box or palette, Drawing area or Canvas
- Create some images and edit pictures using MS paint
- Save images or edited pictures
- Close MS Paint

Introduction to Ms Paint

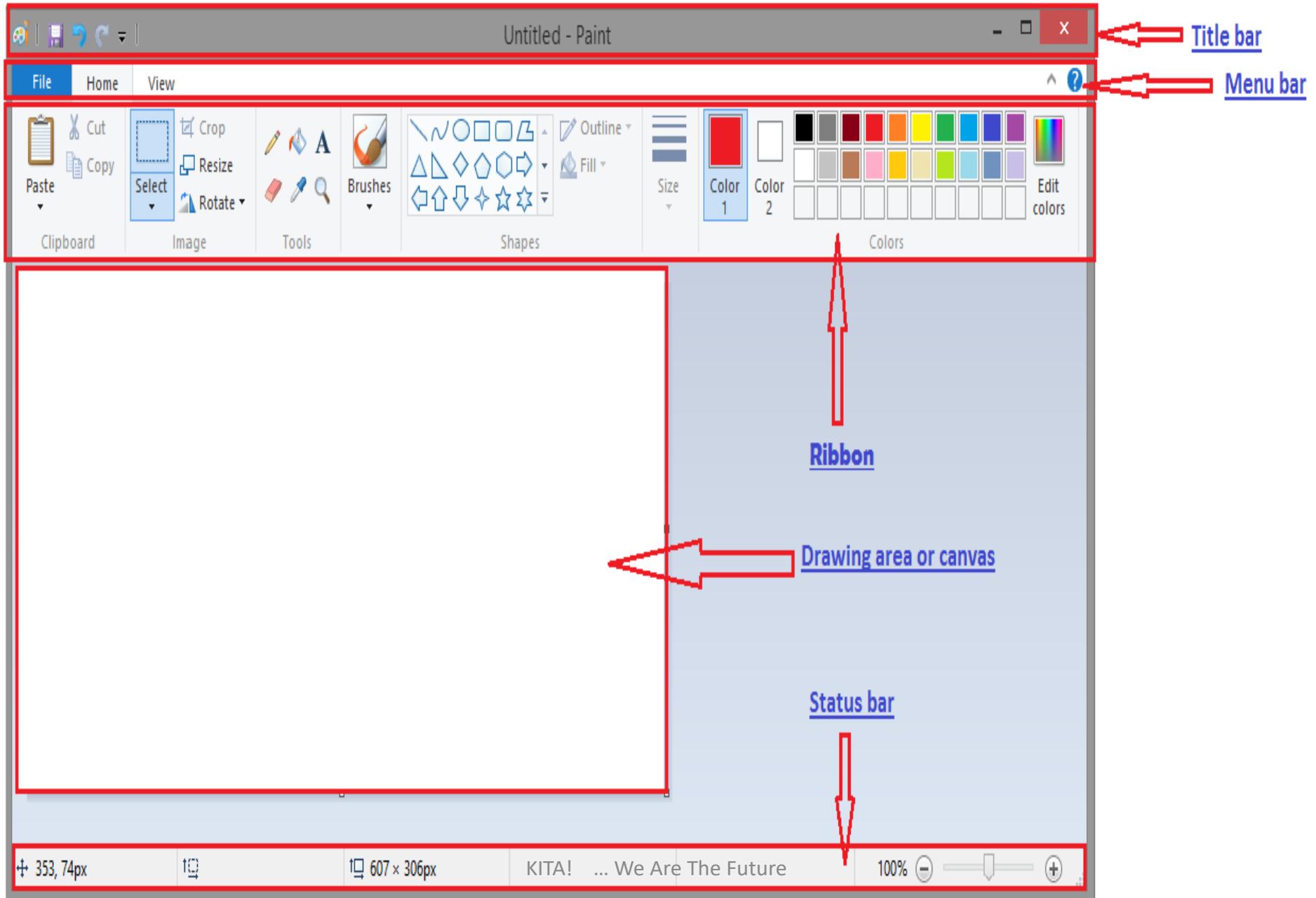
Microsoft Paint is a simple paint program with few tool set used to create 2 dimensional images on a single layer only.

Opening MS Paint

To Start up Microsoft Paint:

1. Click on **Windows Start** menu, select **All Programs** then select **Accessories** and finally click on **Paint**
2. [Maximize] the window so that the Paint window fills the screen

MS Paint Window



MS Paint Window

MS Paint window is made up of the following components:

- Title bar
- Menu bar
- The Ribbon
- Drawing area or Canvas and,
- Status bar

➤ The title bar: The title bar is located at the top of the MS Paint window, at the left end of the title bar the first item shows a little paint palette. If clicked, this button opens a standard window menu showing Restore, move, size, minimize, maximize and close. The next four items make up the **Quick Access Toolbar**, they are Save, Undo, Redo, and Customize buttons.

After the Quick Access Toolbar, you will see the title of your picture followed by the name of the program. If you have not saved your picture for the first time the name will be shown as “Untitled”.

At the right hand end of the title bar are three usual window buttons; Minimize, Maximize and Close

- The Menu bar: has three (3) items on the left and a help button at the far right
 1. File Menu: It contains the New, Open, Save, Save As, Print and other commands.
 2. Home Tab: Contains the Ribbon, from which tools and colors are selected.
 3. View Tab: Zooming in and out are some of the tools in Ribbon.

- The Ribbon: All the tools, color palette and most commands are grouped together in the ribbon. Drop down arrows below some items of the Home Tab give you access to everything in their menus. There is also an option to minimize and expand the ribbon. If you choose this, the ribbon disappears entirely, but shows if you click on the Home menu or any of the tabs.

- Drawing area or canvas: This is the area where the user can create an image and edit pictures. You can adjust the size of the canvas by simply dragging out or in the edges to the required size using the mouse on the canvas handles. The handles are positioned at each corner of the canvas and half-way along each side.

To adjust the Canvas

1. Position the mouse cursor over one of the canvas handles on the right or bottom edge - use the bottom right corner handle to change both the width and the height.
2. Hold down the mouse button and drag the mouse outwards (or inwards) - note how the new size is displayed by the coordinates at the foot of the screen
3. Release the mouse button when the canvas is the required size.

- Status bar: it is located at the bottom of the MS Paint window, and offers information about the Cursor Position, Selected size made, or of an object you are drawing, Image size, Disk size once you have saved a picture and Zoom slider.

Create Some Images and Edit Pictures Using MS Paint

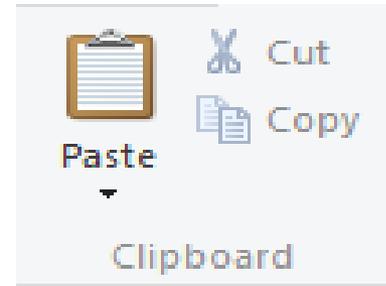
All the tools, the color palette, and most commands used to create and edit images and pictures are grouped together in the ribbon. **Save**, **Undo** and **Redo**, which are shown at the **left end of the title bar**, in the **Quick Access Toolbar** are not in the ribbon.

How to use drawing tools

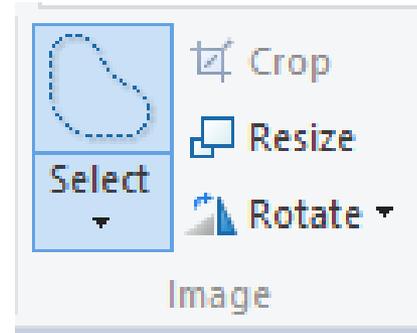
Generally the drawing tools can be used the following way:

1. Select a tool by clicking on it,
2. Place the mouse pointer on the Canvas or object/image where you want to use it on and it changes depending on the type of tool selected, then
3. Drag the tool while holding down the left mouse button and release the left mouse button when you are done.

- The Clipboard Menu: The clipboard menu offers three options—**Cut**, **Copy** and **Paste**. Only when an image, object or picture is selected will the Cut and Copy icons show as being ready.

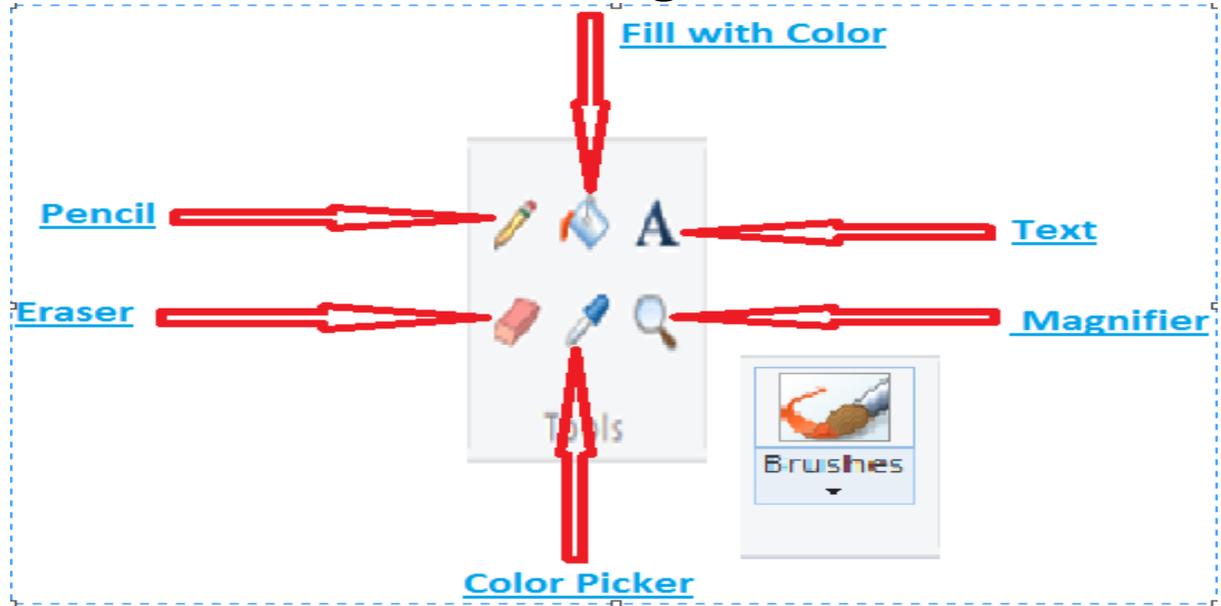


■ The Image Menu: It consists of tools for Selecting, Cropping, Resizing, and Rotating part or the whole of selected objects and images. Before you can use the tools on this menu, you select the whole or part of your drawing you want to work with.



■ The Tools Menu: It consists of the following tools;

1. Pencil.
2. Fill with Color
3. Text
4. Eraser
5. Color Picker
6. Magnifier
7. Brushes

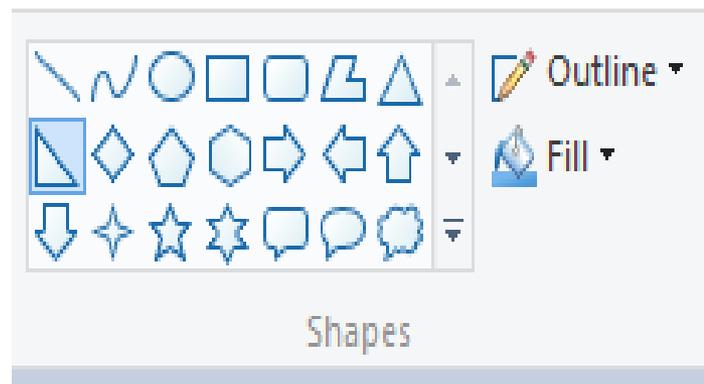


1. Pencil: The pencil tool can be used for free-hand drawing. When working with the pencil tool, press with the left mouse button to draw with Color 1 (Foreground color) and with the right mouse button to draw with Color 2 (Background color). The pencil's thickness can be changed in the Size tab to 1, 2, 3 or 4 pixels. To draw a straight line using the pencil tool, hold down the shift key while drawing.

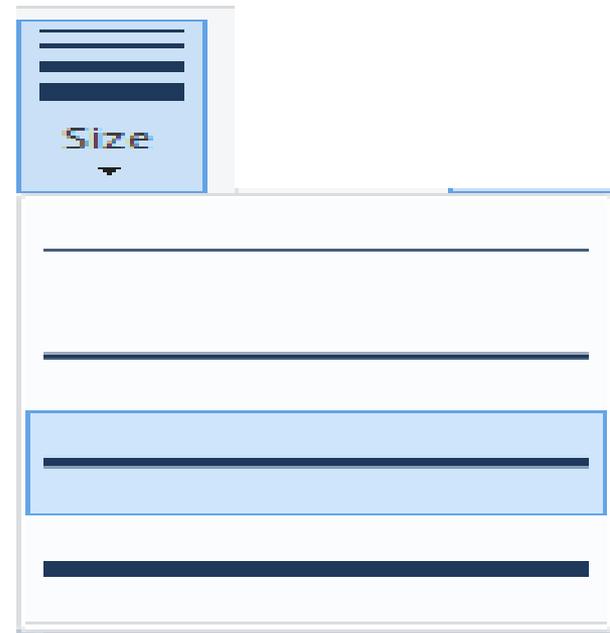
2. Fill with color: The Fill with color tool, or the Flood Fill tool if you like, is used to fill **an area of a single color** with a different color. Color 1 will be used if you press the left mouse button on the area to be filled. Color 2 will be used if you press with the right mouse button.
3. Text: The text tool is used to insert and format text. To begin inserting text, click on the text tool. Your cursor changes to an insertion bar.
 - ✓ With this cursor, drag to draw a square that you think will be about right to hold your text.
 - ✓ Now, until you've completed these steps, **don't click anywhere outside that square.**
 - ✓ The **Text Toolbar** appears.
 - ✓ Type your text.
 - ✓ Now drag the cursor over the text so that it becomes highlighted.
 - ✓ Click the down arrow at the end of the **Font Name** box, so that a list of fonts drops down.
 - ✓ Run your cursor—without pressing any mouse buttons—up and down the font list. As you do this, the appearance of the text you've typed will change appropriately.
 - ✓ When you like what you see, click on the name of that font. The font list will close.
 - ✓ You can also click the **Background** from **Transparent** to **Opaque** and change both Color 1 and Color 2. You can even run your cursor, while the Color 2 button is operative, over the palette, and see how different backgrounds look behind your text.

4. Eraser: The eraser tool is used to change the colors. With the left button pressed, the eraser tool changes whatever it is dragged across to the background color (Color 2). With the right button pressed, the eraser tool changes pixels of Color 1 to Color 2, but leaves everything else unaffected. You can use this to quickly and easily change an area of red color to one of blue color.
5. Color Picker: The color picker tool is used to sample and match any color in your picture. It is used to pick colors from pictures, the color picked can be used for drawing, etc.
6. Magnifier: The Magnifier Tool can be clicked over an area of which you want a closer view. Left clicks give a closer view. Right clicks zoom out.
7. Brushes: The brushes tool let you paint in various widths and textures. Widths are controlled by the brushes and the Size Tool together, textures by the brushes.

- Shape Menu: Shapes Gallery consist of basic shape tools such as Rectangles, Rounded Rectangles Ellipses, Straight lines, Curved Lines and Freehand Polygons. As well as a number of added shapes: arrows, speech balloons, various stars and others. When a shape is selected, the Outline or Fill buttons are activated to enable you select outline and fill of your choice.



The Size Tool: This tool becomes active only after you have chosen either a Brush or a Shape, so choose your Brush or Shape and you'll then find you can click the down arrow under Size and choose a line thickness. The line thicknesses offered vary according to the brush you've chosen.



- Colors Menu: The Color section of the ribbon has three parts: Boxes showing the active colors; Color 1 and Color2, the Color Palette and the Edit Colors button.

- 1.Color 1 is the Foreground Color, and is always black when you open Paint or open a different Paint page.

- 2.Color 2 is the Background Color, and is always white when you open Paint or open a different Paint page.

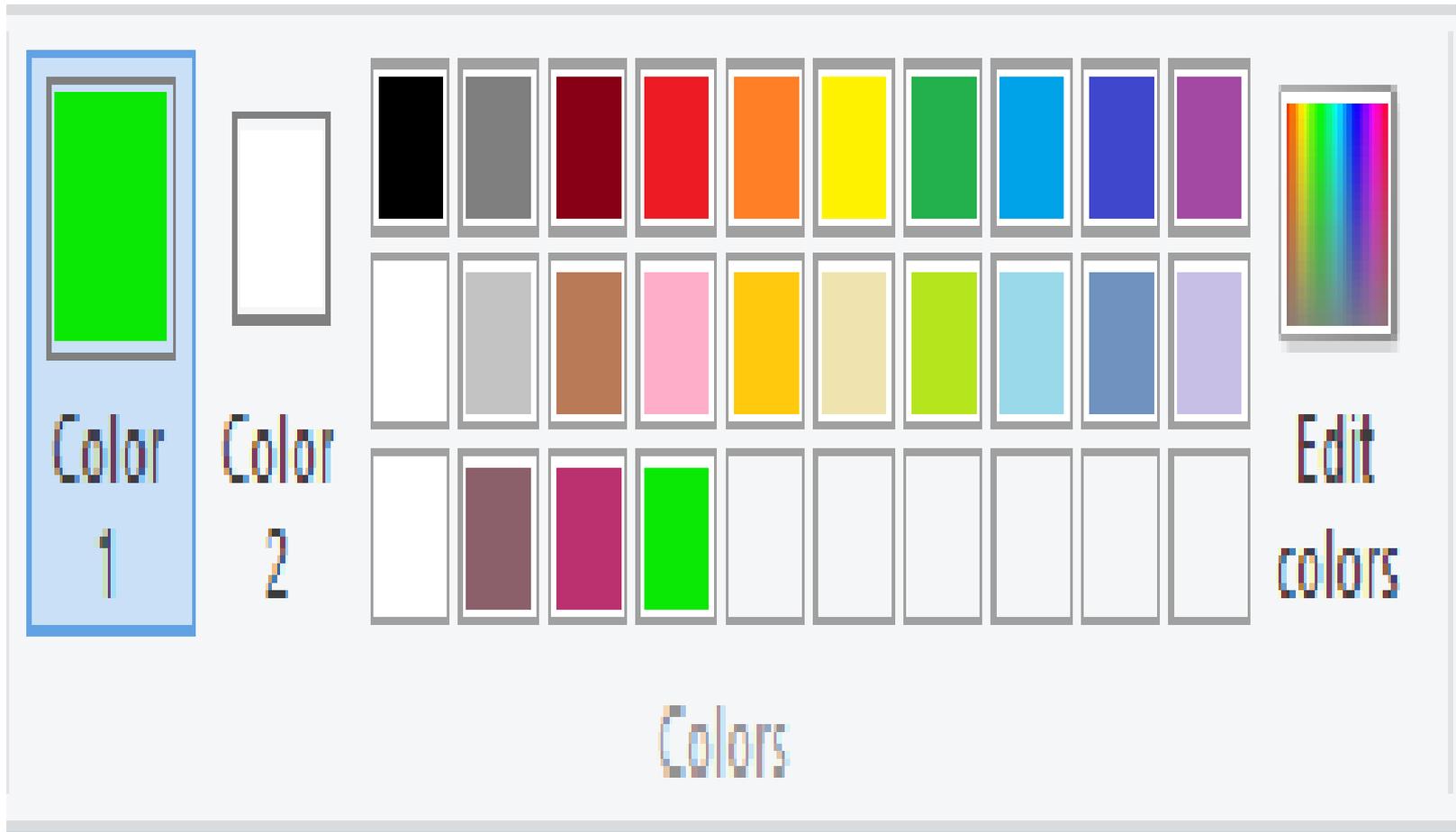
To change a color, ensure that its Color box is selected, by simply clicking it and then, in the Palette, click on the color that you want.

- 3.The Color Palette consist of various colors which you can select from.

- 4.Edit Colors button takes you into the Edit Colors dialogue. There you can click any color on an extended palette and click the Add to Custom Colors button.

- When you click O.K. in this box, only one color will be added to the squares under the palette. To add further colors, you must return to the dialogue and add them one at a time.

Colors Menu



Save images or edited pictures

To save an image or edited picture:

1. On the **Quick Access** Toolbar, click the save button . Or, press **Ctrl + S**. the **Save As** dialog box opens.
2. In the left hand **Navigation** pane select a location or select the default location which is the **Document** folder.
3. In the **File Name** box type a name for the Paint file.
4. Click save

Using Save As:

1. Click on the **File Menu** and then click **Save As**. The **Save As** dialog box opens.
2. In the left hand **Navigation** pane select a location or select the default location which is the **Document** folder.
3. In the **File Name** box type a name for the Paint file.
4. Click **save**

Closing MS Paint

To close MS Paint;

1. Select **Exit** from the File menu or,
2. Close button on the Title bar.

THANKS

FOR

YOUR

TIME

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