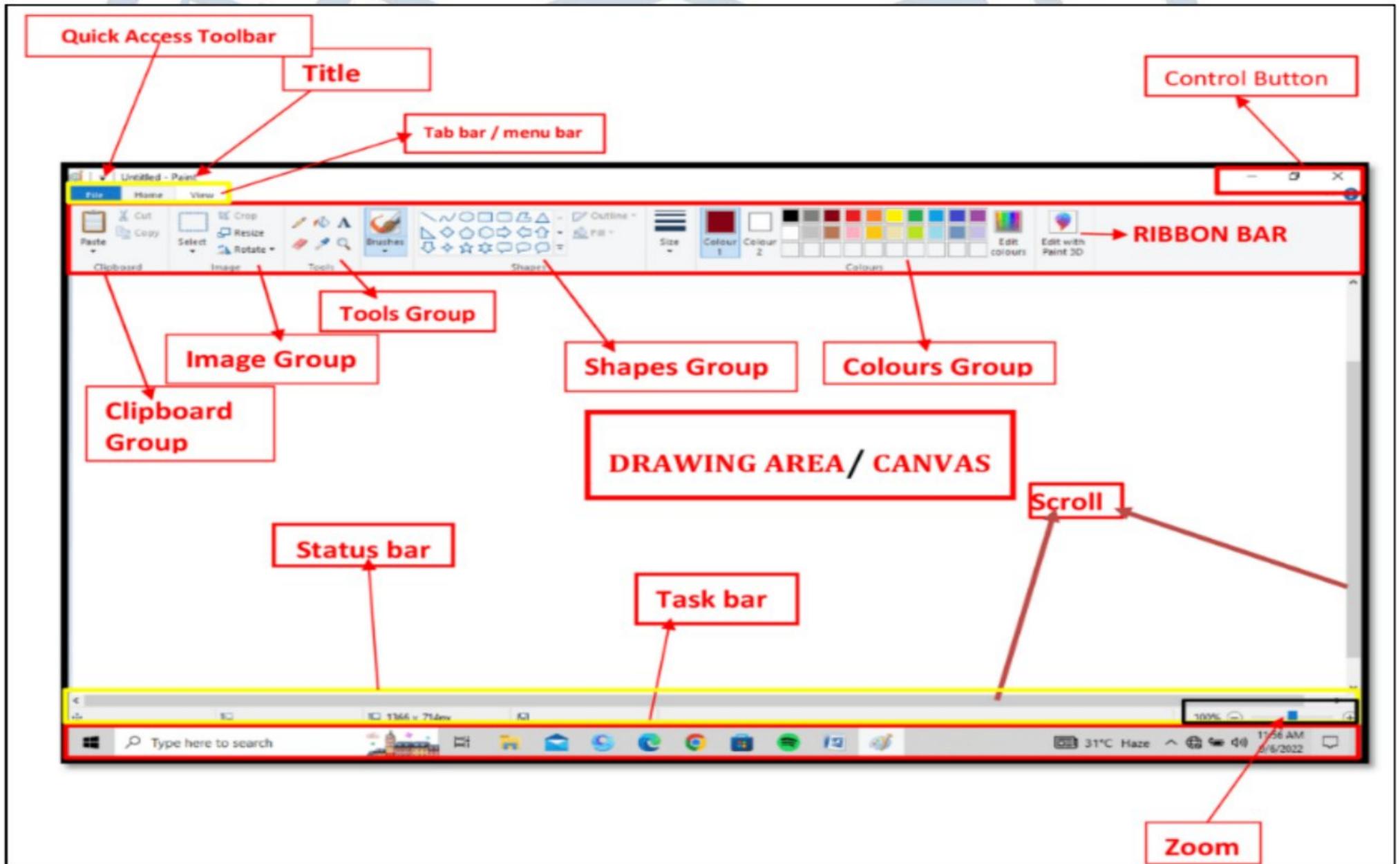# PAINT

MS Paint (Microsoft Paint) is a simple, built-in raster graphics editor included with Microsoft Windows, used for creating, editing, and viewing basic images. It supports standard file formats like PNG, JPG, JPEG, BMP, and GIF. The default format is usually .bmp (bitmap).

If installed program (such as ms-office have correct graphics features) paint can read :

i.   TIFF : Tagged Image File
ii. JPEG : Joint Photographic Expert Group
iii. GIF : Graphic Interface Format
iv. PNG : Portable Network Graphics
v.   PCX : PC Paintbrush Format

Control Buttons

— Minimize Button

The Minimize button hides the current window and sends it to the taskbar without closing the program. It helps you temporarily remove the window from the screen while keeping it running.
Shortcut: Windows + Down Arrow

Maximize Button

The Maximize button enlarges the window to fill the entire screen. It gives you more working space and helps you focus better on your task without distractions.
Shortcut: Windows + Up Arrow

Close Button

The Close button shuts down the current window or program completely. If your work is not saved, it may ask you to save changes before exiting the application.
Shortcut: Alt + F4

A. <u>Paint Box :</u>

However the mouse pointer over the box will tell us that it contain functions that enable you to open, save, save as, print, page setup, send e-mail, exit. To do these options to your document follow the rules :

Click on the down arrow beside the small box---4 Now the menu will open

I. New :

This will give you a new paint screen

     I. Open any exiting paint file
     II. Now click " File" ---4 click "New"
        Short cut key is "Ctrl + N"

II. Open :

This will open your a exiting image file

     I. Create a new image file
     II. Now click " File" ---4 click "Open" ---4on the open dialog box type the name of the document that you want to open.

        Short cut key is "Ctrl + 0"

III. Save :

This fuction is used when you make changes to an exiting imge file
You want to resave the document with the changes

     a. Draw some shapes
     b. Save that document with a name   e.g. xxx.bmp
     c. Now open the saved document (xxx.bmp)
     d. Add some shapes, text and some formating

e. Then click "Save" to resave that image in same name
f. short cut key is "Ctrl + S"

IV. Save As :

You must use this option to give your document a name and tell the computer what format you want to save your document into.

The right pointing arrow will take you different ways you can save your document.(png, jpeg, bmp, gif)

a. Draw any images
b. Go to "file"
c. Click "Save As"
d. Save that document with a name   e.g. xxx.bmp
e. short cut key is "Ctrl + S"

V. Print :

This option allows you to print a document in 3 different ways :

Print :

Select printer and number of copies and print

ii. Page Setup :

Change the lay out of the page

iii. Print preview :

Which allows you to see your document as it will be printed

VI. Send In An E-Mail :

Enable you to send to your document as an e-mail attachment

VII. Set As Desktop Background :

This option will set the current picture as your desktop background.
This option have 3 different settings :

VIII. File :

Fill the entire screen with picture

IX. Tile :

Set the picture so it repeat and fill entire screen

X. Center :

Set the picture in the center of the screen.

XI. About Paint :

Statistical data about your version of your ms-paint .

XII. Properties :

It will show you a dialog box in which you can change units, color, width and height .

XIII. Exit :

Allows you to exit paint window and close down the paint window screen.

Home Tab :

The home tab have 5 groups .

- Clipboard
- Image
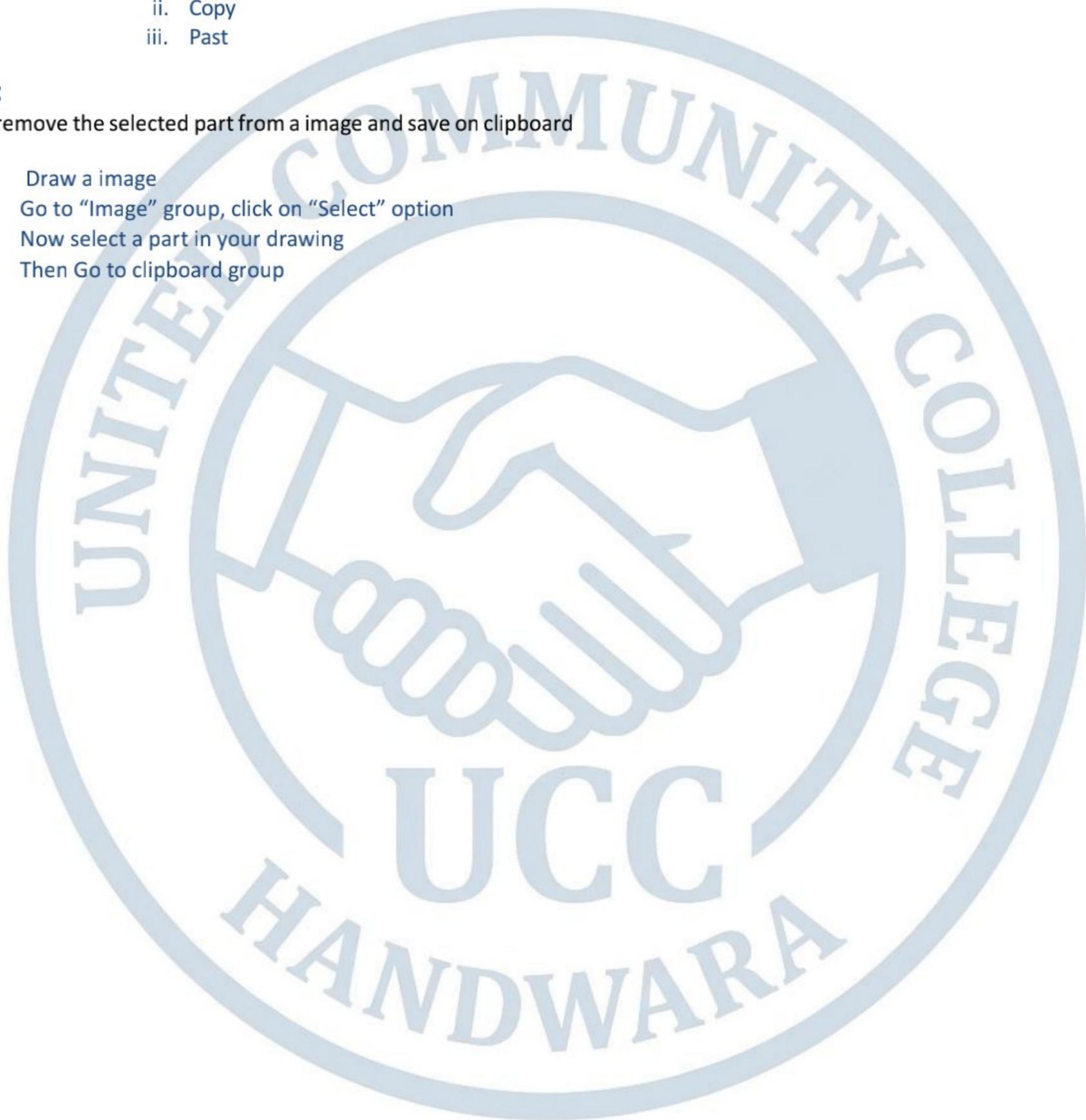- Tools
- Shapes
- Colors

Clipboard Group :

In clipboard group there are 3 options are available.

   i. Cut
   ii. Copy
   iii. Past

Cut :

It will remove the selected part from a image and save on clipboard

- Draw a image
- Go to "Image" group, click on "Select" option
- Now select a part in your drawing
- Then Go to clipboard group

- Click "Cut"
- Short cut key is "Ctrl + X"

Copy :

It will leave the selected part of image where it is, but copy it so you can place it else where on your drawing.

- Draw a image
- Go to "Image" group, click on "Select" option
- Now select a part in your drawing
- Then Go to clipboard group
- Click on "Copy"
- Short cut key is "Ctrl + C"

Paste :

It is a command mostly used to paste graphics after cut or copy from one place to another. Click on the down arrow beside the paste for more options : "paste" and "paste from" .

- Select a part of image
- Go to clipboard group , then "Cut" or "Copy" that selection
- Click on "paste" option where you want to paste the cut or copied part of image
- Shortcut key is "Ctrl + V"

Image Group:

In image group there are 4 options

1. Select
2. Crop
3. Resize
4. Rotate

Select :

Use the select option to select the part of the picture that you want to cut, copy, crop, resi2e, or rotate.

The select option have more sub-menus : click on the down arrow to show more options
Do one of the following depending on what you want to select :

X   To select square or rectangle part :

- Draw a picture
- Click on the down arrow beside "Select" option
- Click on "Rectangular Selection"
- Then drag the point out to select the part of the picture you want

X   To select any irregular shape :

- Draw a picture
- Click on the down arrow beside "Select" option
- Click on "Free-Form Selection"
- Then drag the point out to select the part of the picture you want

X   To select all part :

- Click on the down arrow beside "Select" option
- Click on "Select All"

X   To select inverse of the selection :

- Draw a picture
- Click on the down arrow beside "Select" option
- Click on "Free-Form Selection"
- Then drag the point out to select the part of the picture you want
- After selection ,if you want to select every other part of picture except currently selected area, click on "Invert Selection" beside the "select" option

X   To delete selected part :

- Draw a picture
- Click on the down arrow beside "Select" option
- Click on "Free-Form Selection"
- Then drag the point out to select the part of the picture you want
- After selection ,if you want to delete the selected part of picture, click on "Delete"

X   To select transparent :

a. To include the background color:

To include the background color with your selection;

- Click on the down arrow beside "Select" option
- Click on "Free-Form Selection"
- Then drag the point out to select the part of the picture you want
- After selection ,if you want to move the selected part of picture with background color, click to unselect the "Transparent Selection" checkbox beside the "select" option
- Now move your selected part

b. To make the transparent :

To make the selection without background color ;

- Click on the down arrow beside "Select" option
- Click on "Free-Form Selection"
- Then drag the point out to select the part of the picture you want
- After selection ,if you want to move the selected part of picture with background color, click to select the "Transparent Selection" checkbox beside the "select" option
- Now move your selected part

Crop :

Use the crop tool to crop the selected part of a picture.

- Draw a picture
- Select the part of picture that you want to crop
- After selection ,go to "Image" group, click on "Crop"

Resize :

Use this option to resize the part of a picture or the whole picture.

a. Resize whole picture :
   i. Draw a picture
   ii. Click on "Resize"
   iii. Now the "Resize & Skew" dialog box will appear
   iv. In the resize part unselect the "Maintain Aspect ratio" checkbox, then
   v. Enter the different value in horizontal and vertical textboxes and change the skew(degrees) values (within -89 to 89).
   vi. Click "Ok"

b. Resize part of a picture :

   Draw a picture

   ii. Select the part that you want to resi2e
   iii. Click on "Resize"
   iv. Now the "Resize & Skew" dialog box will appear
   v. In the resi2e part unselect the "Maintain Aspect ratio" checkbox, then
   vi. Enter the different value in hori2ontal(Width) and vertical(height) textboxes and change the skew(degrees) values (within -89 to 89).
   vii. Click "Ok"

Rotate :

Use the "Rotate" tool to rotate the whole picture or part of a picture.

a. To rotate the whole picture :

  i. Draw a picture

  ii. Click the down arrow beside the "Rotate" for different rotation direction

  iii. Now select one type of rotation direction

 b. **To rotate the part of a picture :**

- Draw a picture
- "Select" the part that you want to rotate
- Click the down arrow beside the "Rotate" for different rotation direction
- Now select one type of rotation direction

Tool group :

To tool group have 7 options

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

Pencil :

Use the pencil tool to draw thin free form lines or curves.

To draw a line or curves follow the steps :

 i. On the "Home" tab , on the "Tool" group, click on "Pencil" tool

 ii. In the "Color" group , click on "color1" box

 iii. Then select a color from color box

 iv. Go to "Size" and select a width of lines or curves

 v. Now in drawing area ,with "Pencil" tool draw some images.

Fill with color :

Using the "Fill With Color" to fill the entire drawing area or enclosed area.

To fill the entire or enclosed area follow the steps :

 i. On the "Home" tab , on the "Tool" group, click on "Fill With Color" tool

 ii. In the "Color" group click on "color1" box

 iii. Then select a color from color box

 iv. In the drawing area, Click it.

 v. Now the entire drawing area will be fill with selected color

 vi. Draw some shapes or drawing that should be enclosed

 vii. On the "Home" tab , on the "Tool" group, click on "Fill With Color" tool

 viii. In the "Color" group, click on "color1" (foreground color) box

 ix. Then select a color from color box

 x. Inside the enclosed area click it. Now only the enclosed area will be fill with color.

 xi. To remove the color and replace it with the color instate : follow the steps

  a. In the "Color" group ,click on "Color2" (background color) box

  b. Select a color from color box

  c. Then right click inside the enclosed area to fill it.

Text :

Use the "Text" tool to enter text in your picture.

On the "Home" tab ,in the "Tool" group, click on "Text" tool.

 ii. Drag the pointer in the drawing area where you want to add text

 iii. Under the "Text" tool, the new tab will be shown in "Menu bar"

 iv. Click on the "Font Face", "Font Size" drop-down menu to select a font face and si2e of text.

    v.   Click on font style to change style of text (bold, italic, underline etc.)

    vi.   In the "Color" group, click "Color 1" and select a color for your text

    vii.   If you want to fill background area of text, then

        a.   On the "Text" tab, in the "background" group click "Opaque"

        b.   In the "Color" group, click "Color2"

        c.   Then select a color for background of text

    viii.   If you want the background of text will be transparent, then

On the "Text" tab, in the "background" group click "Transparent"

Eraser :

The eraser is used for erase part of a picture.

To erase a part follow the steps

    xii.   On the "Home" tab , on the "Tool" group, click on "Eraser" tool

    xiii.   In the "Size" tool, click on any si2e to decrease or increase the eraser size

    xiv.   Then drag the eraser over the area of the picture that you want to erase

    xv.   When you erase any area will reveal the background color .

    xvi.   In the "Color" group , click on "color1" box

    xvii.   Then select a color from color box

    xviii.   Go to " Size" and select a width of lines or curves

    xix.   Short cut key for increase eraser size (Ctrl + +) and reduce is (Ctrl + -)

    xx.   Now in drawing area ,with **"Pencil"** tool draw some images.

Color picker :

Use the "Color picker" tool to set the current the foreground or background color by picking a color

from the a picture .

    xxi. If you want the picked color is for foreground color, then;

        a.   Click on "Color Picker" tool to pick the color for "Color1"

        b.   Then, click on the color that you want to pick

    xxii. If you want the picked color is for background color, then;

        a.   Click on "Color Picker" tool to pick the color for "Color2"

        b.   Then, right-click on the color that you want to pick

Magnifier

Use this tool tO 2OOm in or zoom out a part of your picture.

    xxiii.   On the "Home" tab, in the "Tool" group ,click on "Magnifier"

    xxiv.   Move the magnifier and then click on lens, zoom in a part of the image will shown in

        rectangular shape.

    xxv.   Use the scroll bar to move and see around the picture.

    xxvi.   To reduce the 2oom level, right-click on the **"magnifier"** again

Brushes :

Use the brushes tool to draw lines that have different appearance and texture.
It's like using artistic brushes.

By using brushes, you can draw free-form and curving lines that have different effects.

    xxvii. On the "Home" tab, in the "Tool" group, click on brushes.

    xxviii. Clicking on the down arrow will show you different artistic brushes.

    xxix.   Select the artistic brush that you want to use.

    xxx.   If you want to change line size, go to "Size" and select a line si2e.

    xxxi.   In the "Color" group, click on "Color1" box and select a color, then click and drag the pointer
        to draw the lines.

    xxxii.   In the "Color" group, click on "Color2" box and select a color, then right-click and drag the
        pointer to draw the lines.

  2. Shapes group :

The shapes group allows you to draw readymade shapes.

  e   On the "Home" tab , On the "Shapes" group, click on a Readymade shape

    i.   To draw a shape with equal sides;

        Press and hold the "Shift" key and drag the mouse pointer.

e   The shape still selected, you can do one or more of the following to change its appearance.

       i.   To change the line style:
          a.   In the "Shapes" group, click on "Outline"
          b.   Now the different lines style names will be shown

c. Select one of the line style
d. If you don't want your shapes to have an outline, click on "Outline"
e. Then select "No Outline"

ii. To change the shapes outline size :
   a. Click on "Size"
   b. Then, select a line si2e.
   c. If you want to increase the width of line, then press "Ctrl + +"
   d. If you want to decrease the width of line, then press "Ctrl + -"

iii. In the "Color" group, click "Color1" ,then select a color for outline of the shape ,and drag the mouse pointer to draw.

iv. In the "Color" group, click "Color2", then select a color for fill inside of the shape ,and drag the mouse pointer to draw.

v. To change the fill style :
   a. In the "Shapes" group, click on "Fill"
   b. Now the different fill style name will be shown
   c. Select one of the fill style
   d. If you don't want your shapes to fill, click on "Fill"
   e. Then select "No Fill"

Shapes	Shapes Name	Used For
	Line	Draw a straight line
	Curve	Draw a straight line, then curve it
	Oval	Draw a oval or circle
	Rectangle	Draw a rectangle or square
	Rounded Rectangle	Draw a round cornered rectangle or square
	Polygon	Draw multi-sides shape
	Triangle	Draw a 3 equal side triangle
	Right Triangle	Draw a right angle triangle
	Diamond	Draw a diamond
	Pentagon	Draw a shape which have five sides
	Hexagon	Draw a shape which have six sides
	Right Arrow	Draw a right headed arrow
	Left Arrow	Draw a left headed arrow
	Up Arrow	Draw a up headed arrow
	Down Arrow	Draw a down headed arrow
	4 Point Star	Draw a 4 point star
	S Point Star	Draw a 5 point star
	6 Point Star	Draw a 6 point star
	Rounded Rectangular Callout	Draw a rounded rectangle callout
	Oval Callout	Draw a oval callout
	Cloud Callout	Draw a cloud callout

	Heart	Draw a heart
	Lightning	Draw a bolt

3. **Colors Group :**

The color box indicates the current color color1(foreground color) and color2(background color).

i. **To change the selected foreground color :**

In the "Color" group, click on "Color1" box, then select a color for foreground.

ii. **To change the selected background color :**

In the "Color" group, click on "Color2" box, then select a color for background.

iii. **To paint with the selected foreground color :**

To paint with the foreground color ,left click while you drag the mouse pointer.

iv. **To paint with the selected background color :**

To paint with the background color ,right click while you drag the mouse pointer.

v. **Edit colors :**

Select a color from color pallet.

B. View Tab :

The view tab has S group

I. Zoom

Show Or Hide
Display

a. **Zoom :**

This allow you to 2Oom in, 2oom out, and set 100%

b. **Show or Hide :**
   I. Tick the "Ruler" checkbox to show the ruler
   II. Untick the "Ruler" checkbox to hide the ruler
        Tick the "Gridlines" checkbox to show the ruler
   IV. Untick the "Gridlines" checkbox to hide the ruler
   V. Tick the "Status bar" checkbox to show the Status bar
   VI. Untick the "Status Bar" checkbox to hide the Status bar
c. **Display :**
   i. **Full Screen :**

Use the full screen to view your picture in full screen.
To view the picture in entire screen :

On the "View" tab, in **"Display"** group, click on "Full Screen".

   ii. Short cut key is "F11"
   iii. To exit full screen, press "Esc" key from keyboard
   ii. **Th umb Nail :**

Use the thumbnail to show or hind the thumbnail windows

To view the thumbnail window:

On the "View" tab, in "Zoom" group, click on "Zoom In".

ii.   Now select **"Thumbnail"** form **"Display"** group

iii.   You can view the small thumbnail window which displays the full view of the magnified image.