# MICROSOFT PAINT PROGRAM

## To select part of a picture

▶ To select a rectangular area, click ▦ in the tool box, and then drag the cursor diagonally across the area.

To select an irregularly shaped area, click ▨ in the tool box, and then drag the cursor around the area.

### Tip

- To remove the selection box, click outside the box.

## To erase a small area

1 Click ▨ in the tool box.
  - To use a smaller or larger eraser, click a shape at the bottom of the tool box.
  - The selected background color shows what color the eraser will leave behind. To change the background color, click a color by using the right mouse button.

2 Drag the mouse pointer over the area you want to erase.

### Tips

- To undo a change, click Edit, and then click Undo. You can undo up to three changes.
- To change a specific color (and nothing else), change the foreground color to the color you want to erase and the background color to the color you want to replace it with. Click the eraser, and then use the right mouse button to change the color.

## To fill an area or object with color

1 Click ▨ in the tool box, and then click a color from the color box.
2 Click the area or object you want to fill:
  - To fill with the foreground color, click the area with the left mouse button.
  - To fill with the background color, click the area with the right mouse button.

### Tips

- If the shape being filled has any breaks in its border, the filling color leaks through to the rest of the drawing area. To find and close the opening, click View, point to Zoom, and then click Large Size or Custom.
- To undo a change, click Edit and then click Undo. You can undo up to three changes.

## To copy color from one area or object to another

1 Click ▨ in the tool box.
2 Click the object whose color you want to copy.
3 Click the object or area where you want the color.

### Tip

- To use a color as a background color or to erase with a color that isn't in the color box, click the color in your picture with the right mouse button.

## To zoom in or out of a picture

▶ On the View menu, point to Zoom, and then click Normal Size, Large Size, or Custom.

### Note

- You can enter text into a picture only in normal view.

## To draw a free-form line

1 Click ▨ in the tool box, and then click a color from the color box.
2 To draw the line, drag the mouse pointer.

### Tip

- To undo a change, click Edit and then click Undo. You can undo up to three changes.

## To paint with a brush

1 Click ▨ in the tool box, and then choose a brush shape from the bottom of the tool box.
2 Click a color from the color box.
3 To paint, drag the mouse pointer.

### Tip

- To undo a change, click Edit and then click Undo. You can undo up to three changes.

## To create an airbrush effect

1 Click ▨ in the tool box.
  - To change the size of the spray area, click a size from the bottom of the tool box.
  - To choose the spray color, click a color.

2 To spray, drag the mouse pointer. Use the left mouse button to spray with the foreground color, or use the right mouse button to spray with the background color.

### Tip

- To undo a change, click Edit and then click Undo. You can undo up to three changes.

## To type and format text

1 Click ▨ in the tool box.
2 Create a text frame by dragging the mouse pointer diagonally, and then click the font, size, and style you want.
3 Click inside the text frame, and then type the text.
  - Move or enlarge the text frame as needed.
  - To change the color of the text, click a color in the color box.
  - To insert the text on a colored background, click ▨▨ on the tool box, and then click a color with the right mouse button to change the background color.

4 To insert the text into the picture, click outside the text frame.

### Tips

- To undo a change, click Edit and then click Undo. You can undo up to three changes.
- You can only paste text when the text tool is selected. You cannot paste graphics when the text tool is selected.
- You can enter text into a picture only in normal view.
- If the text toolbar obscures part of the Paint menu, you can drag it anywhere on the window.

## To draw a straight line

1 Click ▨ in the tool box.
   - To choose the width the line will be, click a line width from the bottom of the tool box.
   - To choose the color the line will be, click a color.
2 To draw the line, drag the mouse pointer.

### Tips

- Use the left mouse button to draw with the foreground color or the right mouse button to draw with the background color.
- To draw a perfectly horizontal, vertical, or 45-degree diagonal line, press and hold down SHIFT while dragging the mouse pointer.

## To draw a curve

1 Click ▨ in the tool box.
   - To choose the width the curve will be, click a line width at the bottom of the tool box.
   - To choose the color the curve will be, click a color.
2 Draw a straight line by dragging the mouse pointer.
3 Click where you want one arc of the curve to be, and then drag the mouse pointer to adjust the curve.

   Each curve must have at least one arc but no more than two. Repeat this step for a second arc.

### Tips

- Use the left mouse button to draw with the foreground color or the right mouse button to draw with the background color.
- To undo a change, click Edit and then click Undo. You can undo up to three changes.

## To draw a rectangle or square

1 Click ▨ in the tool box to create a square-cornered shape, or click ▨ to create a round-cornered shape.
2 Click a color from the color box for the shape's outline.
3 To fill the shape with color, click a color by using the right mouse button, and then click a fill style from the bottom of the tool box.
4 To draw a rectangle, drag the mouse pointer diagonally in the direction you want.

   To draw a square, press and hold down SHIFT while dragging the mouse pointer.

## To draw a polygon

1 Click ▨ in the tool box, and then click a color for the polygon outline.
2 To create a colored fill, click a color by using the right mouse button, and then click a fill style from the bottom of the tool box.
3 To draw the polygon, drag the mouse pointer and click at each corner. Double-click when you're done.

   To use only 45- and 90-degree angles, press and hold down SHIFT while dragging the mouse pointer.

### Tip

- To undo a change, click Edit and then click Undo. You can undo up to three changes.

## To draw an ellipse or circle

1 Click ▨ in the tool box.
2 Click a color from the color box for the shape's outline.
3 To fill the shape, click a color by using the right mouse button, and then click a fill style from the bottom of the tool box.
4 To draw an ellipse, drag the mouse pointer diagonally.

   To draw a perfect circle, press and hold down SHIFT while dragging the mouse pointer.

### Tip

- To undo a change, click Edit and then click Undo. You can undo up to three changes.

## To draw a rectangle or square

1 Click ▨ in the tool box to create a square-cornered shape, or click ▨ to create a round-cornered shape.
2 Click a color from the color box for the shape's outline.
3 To fill the shape with color, click a color by using the right mouse button, and then click a fill style from the bottom of the tool box.
4 To draw a rectangle, drag the mouse pointer diagonally in the direction you want.

   To draw a square, press and hold down SHIFT while dragging the mouse pointer.

## To Bring up MS Paint Instructions on the Web

Go to Google and type in "ms paint", then click Google Search.

Click on MS Paint link and it opens the instructions.

Put the address below in your Favorites.
http://www.fayette.k12.il.us/99/paint/paint.htm

Another good Web site on Google, MS Paint
Click on Microsoft Paint Tutorial
The address is below:
http://lkwdpl.org/classes/MSPaint/paint.html