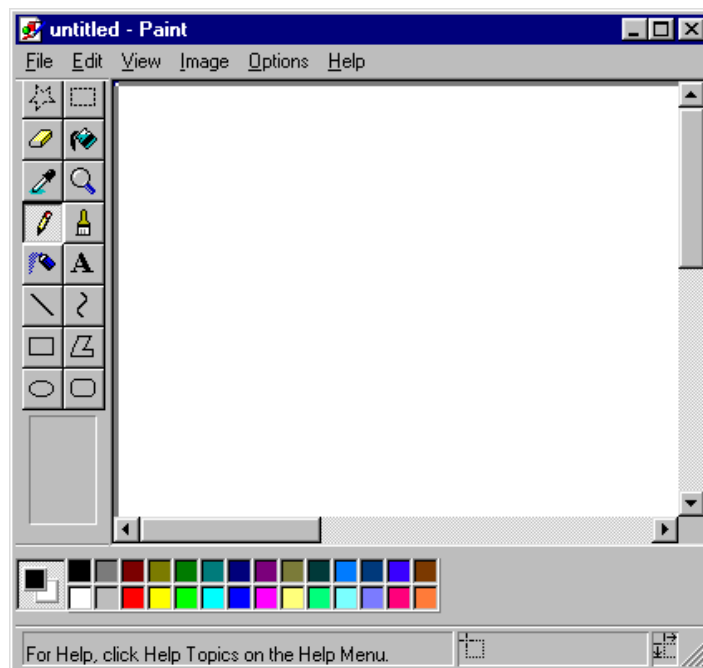


A VODA ICT PROJECT TUTORIAL



USING MICROSOFT PAINT 2007

TABLE OF CONTENTS

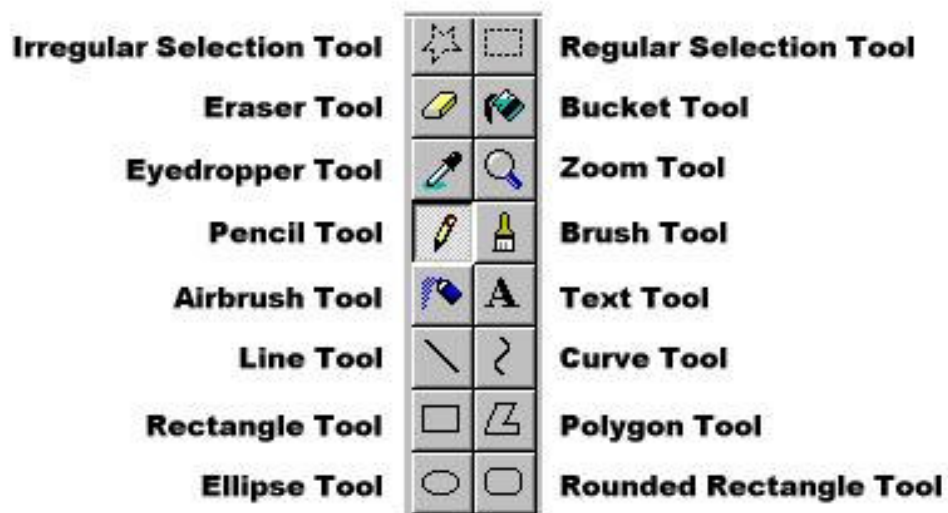
USING MICROSOFT PAINT 3

1. The Paint Toolbar	3
2. Making Mistakes and Experimenting	4
3. The Pencil Tool	5
4. The Brush Tool	5
5. The Airbrush Tool	5
6. The Text Tool	5
7 The Line Tool	6
8. The Curve Tool	6
9. The Rectangle Tool	7
10. The Polygon Tool	7
11. The Ellipse Tool	7
12. The Brush Tool	8
13. The Bucket (or Fill) Tool	8
14. Drawing Lines and Shapes	8
To draw a straight line	8
To draw a free-form line	9
To draw a curve	9
To draw an ellipse or circle	9
To draw a rectangle or square	10
To draw a polygon	10
15. Putting Text in Pictures	10
To type and format text	10
To create an airbrush effect	11
To create custom colours	11
To use black and white instead of colour	12
To invert all the colours in a picture	12
To change the colour of an existing line	12
To copy colour from one area or object to another	13
17. Erasing	13
To erase a small area	13
To erase a large area	13
To undo changes	14
18. Working with Part of the Picture	14
To select part of a picture	14
To copy part of a picture	14

To save part of a picture into another bitmap file	14
19. Changing How Your Picture Looks on the Screen	15
To change the size of your picture	15
To zoom in or out of a picture	15
To enlarge the size of the viewing area	15
To display grid lines	15
To flip or rotate a picture or object	16
To stretch or skew an item	16
20. Printing	16
To print a picture	16
21. Using Paint with Other Programs	16
To copy information into another document	16
To copy information into another document	17
To insert a bitmap into the current picture	17

Using Microsoft Paint

1. The Paint Toolbar



Here is the paint toolbar, with the names of all the available tools - their functions and use are explained on the next page

- **Selection Tools** - for regular and irregular areas - select an area of the image to do something to including copy, erase, flip, or modify in some way.
- **Eraser tool** - erases part of the image (changes foreground colour to background colour)
- **Bucket tool** - fills in an enclosed part of the image with the foreground/background colour.
- **Eyedropper tool** - chooses a colour and turns on the bucket (fill) tool.
- **Zoom tool** - zoom in or out to see different magnifications of the image.
- **Pencil tool** - draw free hand lines with a single line width
- **Brush tool** - like the pencil tool but with a variety of brush strokes available. This is more useful than the pencil tool.
- **Airbrush tool** - draws a loose pattern of dots to give a light fill effect. A limited number of patterns are available.
- **Text tool** - places text on your image of various sizes and typefaces.
- **Line tool** - draws straight lines of various strokes (thickness).
- **Curve tool** - draws simple curves with up to 2 control points (besides the ends) of various strokes (thickness).
- **Rectangle tool** - draws square/rectangles with various fill characteristics.
- **Polygon tool** - draws polygons with various fill characteristics.
- **Ellipse tool** - draw ellipses/circles with various fill characteristics.
- **Rounded Rectangle tool** - just like the rectangle tool but draws rectangles/squares with rounded corners.

2. Making Mistakes and Experimenting

If you are going to try to add something that you're not sure will work, first use **Save As** to rename your file to another version. For example if you are working on `scape.bmp` then you may change this to `scape1.bmp` and so on with later versions. This will allow you to go back to a previous file if your experiment doesn't look as good as you had hoped.

You may **Undo** your last action by using the **Control-Z** key combination. (Hold down the **Control** key and press the **Z** key) You may undo actions up to 3 times but no more. Going further "back" is only possible if you have an earlier version of your work, as mentioned in the previous paragraph.

3. The Pencil Tool

Click the pencil tool in the tool box. Notice you cannot adjust the line thickness (stroke) with this tool. (No options)

Assignment: Draw some free hand images including the word "Pencil" near lower centre of image.

4. The Brush Tool

Click on the brush tool in the tool box. Notice the brush options below the tool bar.

Assignment: Select a different brush and draw a small image including the words "Brush". Do this a couple of times with the brush tool using different brushes.

5. The Airbrush Tool

1. Click the airbrush tool in the tool box. To change the size of the spray pattern, choose a size from the options below the tool box. To choose the spray colour, click a colour.
2. To spray, drag the mouse pointer. Use the left mouse button to spray with the foreground colour, or use the right mouse button to spray with the background colour.

Assignment: Spray a border around the edge of your picture

6. The Text Tool

1. Click the text tool 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. **Assignment:** Click inside the text frame, and then type your name. Move and enlarge the text frame and place it in the middle of your picture.

To change the colour of the text, click a colour in the colour box. To insert the text on a coloured background, click the new background box option below the tool box, and then click a colour with the right mouse button to change the background colour.

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

Notes:

- 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.
- The text toolbar can be dragged anywhere on the window.

7 The Line Tool

1. Click the line tool in the tool box. Choose the line width by clicking a line width from the bottom of the tool box. Choose a colour for the line by clicking a colour box in the colour palette.
2. Left click in the middle of the screen and drag a line about 5 cm long near the **bottom** of your picture.
3. Hold down the Shift Key and continue dragging the line in a circle. Notice how the line is now limited (or constrained) to a vertical, horizontal or a 45 degree line.
4. Try dragging a line with the right mouse button. Notice how the background colour is now used for drawing..

Assignment: Draw 2 thick blue vertical lines just inside the airbrushed areas near the left and right margins on either side of the page.

8. The Curve Tool

1. Click the curve tool in the tool box. Choose a different width for the line by clicking a line width from the bottom of the tool box. Choose a new colour for the line by clicking a colour box in the colour palette.

Assignment: Draw 2 arcs at the bottom of the page using the directions below.

2. Draw a straight horizontal line by dragging the mouse pointer about 10cm. (It may be constrained by the Shift key).
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. Use the left mouse button to draw with the

foreground colour or the right mouse button to draw with the background colour.

9. The Rectangle Tool

(or Rounded Rectangle Tool)

1. Click the rectangle tool in the tool box to create a square-cornered shape, or click the rounded rectangle tool to create a round-cornered shape.
2. Click a colour from the colour box for the shape's outline.
3. To fill the shape with colour, click a colour 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.

Assignment: Draw a square and a rectangle above the arcs near the page bottom. Fill with the colour of your choice.

10. The Polygon Tool

1. Click the polygon tool in the tool box, and then click a colour for the polygon outline.
2. To create a coloured fill, click a colour 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.

Assignment: Draw 2 small red polygons at the top left and top right of the page.

11. The Ellipse Tool

1. Click the ellipse tool in the tool box.
2. Click a colour from the colour box for the shape's outline.
3. To fill the shape, click a colour by using the right mouse button, and then click a fill style from the bottom of the tool box.
4. Draw an small ellipse by dragging the mouse pointer diagonally. Create 3 small ellipses and 3 small circles below them.

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

Assignment: Draw a circle inside an ellipse and place your name inside the circle at the center of the page. Colour of your choice.

12. The Brush Tool

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

Assignment: Use fat brush strokes to make a pattern inside the square and rectangle.


13. The Bucket (or Fill) Tool

1. Click on the bucket tool in the tool box, and then click a colour from the colour box.
2. Click the area or object you want to fill: To fill with the foreground colour, click the area with the left mouse button. To fill with the background colour, click the area with the right mouse button. Notes: If the shape being filled has any breaks in its border, the filling colour will leak through to the rest of the drawing area. To find and close the opening, use the Zoom tool to closely examine the border for breaks.

Assignment: Fill one of the red polygons with green.

14. Drawing Lines and Shapes


To draw a straight line

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

Tips

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


To draw a free-form line

1. Click  in the tool box, and then click a colour from the colour 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 draw a curve

1. Click  in the tool box.
2. To choose the width the curve will be, click a line width at the bottom of the tool box.
3. To choose the colour the curve will be, click a colour.
4. Draw a straight line by dragging the mouse pointer.
5. Click where you want one arc of the curve to be, and then drag the mouse pointer to adjust the curve.
6. Each curve must have at least one arc but no more than two. Repeat this step for a second arc.



Tip

- Use the left mouse button to draw with the foreground colour or the right mouse button to draw with the background colour.


To draw an ellipse or circle

1. Click  in the tool box.
2. Click a colour from the colour box for the shape's outline.
3. To fill the shape, click a colour 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.
5. To draw a perfect circle, press and hold down SHIFT while dragging the mouse pointer.

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 colour from the colour box for the shape's outline.
3. To fill the shape with colour, click a colour 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.
5. 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 colour for the polygon outline.
2. To create a coloured fill, click a colour 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.
4. To use only 45- and 90-degree angles, press and hold down SHIFT while dragging the mouse pointer.

15. Putting Text in Pictures

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.
4. Move or enlarge the text frame as needed.
5. To change the colour of the text, click a colour in the colour box.
6. To insert the text on a coloured background, click on the tool box, and then click a colour with the right mouse button to change the background colour.
7. To insert the text into the picture, click outside the text frame.


Tips

- 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.

16. Working with Colour


To fill an area or object with colour

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


Tip

· If the shape being filled has any breaks in its border, the filling colour 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 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 colour from the colour box.
3. To paint, drag the mouse pointer.

To create an airbrush effect


1. Click  in the tool box.
2. To change the size of the spray area, click a size from the bottom of the tool box.
3. To choose the spray colour, click a colour.
4. To spray, drag the mouse pointer. Use the left mouse button to spray with the foreground colour, or use the right mouse button to spray with the background colour.

To create custom colours

1. In the colour box, click the colour you want to change.
2. On the Options menu, click Edit Colours.
3. Click Define Custom Colours, and then enter new values in either the RGB

(red, green, blue) or HLS (hue, saturation, and luminescence) colour models.
4. Click Add to Custom Colours.

Tips

- To save your custom colours, click the Options menu, and then click Save Colours.
- To use your saved colours, click Get Colours.
- For Help on an item, click  at the top of the dialog box, and then click the item.

To use black and white instead of colour

1. On the Image menu, click Attributes.
2. Click Black and White.


Caution: Once you have changed a colour picture to black and white, you cannot change it back to colour. If you change back to colour, only new work will be in colour.

To invert all the colours in a picture

On the Image menu, click Invert Colours.

Note: Each colour is replaced by its colour complement. For example, white becomes black, and red becomes blue.


To change the colour of an existing line

1. Click  in the tool box.
2. Click a different colour in the colour box.
3. Position the paint cursor so that it is touching the line, and then click.

Tips

- To make sure you only change the line colour and not the surrounding area, zoom the picture to a larger size.
- If the line is part of a shape, any connecting vertical and horizontal lines will also change to the new colour.

To copy colour from one area or object to another


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

Tip

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

17. Erasing



To erase a small area

1. Click  in the tool box.
2. To use a smaller or larger eraser, click a shape at the bottom of the tool box.
3. The selected background colour shows what colour the eraser will leave behind. To change the background colour, click a colour by using the right mouse button.
4. Drag the mouse pointer over the area you want to erase.

Tips

- To change a specific colour (and nothing else), change the foreground colour to the colour you want to erase and the background colour to the colour you want to replace it with. Click the eraser, and then use the right mouse button to change the colour.

To erase a large area



1. Click  or  in the tool box, and then drag the mouse pointer to select the area you want to erase. The current background colour will be used to fill the cleared area.
2. To choose a different background colour, click a colour in the colour box with the right mouse button.
3. On the Edit menu, click Clear Selection.

To undo changes

1. On the Edit menu, click Undo.
2. To undo previous changes, click Undo again.

18. Working with Part of the Picture





To select part of a picture

1. To select a rectangular area, click  in the tool box, and then drag the cursor diagonally across the area.
2. 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 copy part of a picture

1. Select the area you want to copy by clicking  or  in the tool box and then dragging the cursor to define the area.
2. Click  to insert opaquely.
3. Click  to insert transparently.
4. On the Edit menu, click Copy.
5. On the Edit menu, click Paste.
6. Drag the selection where you want it.
7. To remove the selection box, click outside it.

Tips

- To paste multiple copies of an object, press and hold down CTRL while you drag the pasted object to a new location. Repeat as needed.
- You cannot paste graphics when the text tool is selected.
- To undo a change, click Edit and then click Undo. You can undo up to three changes.

To save part of a picture into another bitmap file

1. Select an area you want to save by clicking  or  in the tool box and then dragging the cursor to define the area.
2. On the Edit menu, click Copy To.

3. Specify a file name and location.

19. Changing How Your Picture Looks on the Screen

To change the size of your picture

1. On the Image menu, click Attributes.
2. Click the unit of measurement you want to use for the width and height.
3. Type the width and height.

Notes: Your current picture will be resized. If your current picture is bigger than the new size, it is cut from the right side and bottom to fit within the smaller area.

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 enlarge the size of the viewing area

1. To display only the picture, click the View menu, and then click View Bitmap.
2. You cannot make changes to a picture in this view. To return to your former view, click anywhere in the picture.

Tip

· You can hide the Tool Box, Colour Box, or Status Bar by clicking the View menu and then removing the check mark for each item you don't want displayed.





To display grid lines

1. On the View menu, point to Zoom, and then click Custom.
2. Click a Zoom To size of 400%, 600%, or 800%, and then click OK.
3. On the View menu, point to Zoom, and then click Show Grid.





Tip

· To get rid of the grid lines, return to normal view, or repeat step 3 to remove the check mark.

To flip or rotate a picture or object

1. Click  or  in the tool box, and then drag a box around the object or area you want to flip or rotate.
2. Click  below the tool box to flip or rotate opaquely.
3. Click  below the tool box to flip or rotate transparently.
4. On the Image menu, click Flip/Rotate.
5. Click the option you want.

To stretch or skew an item

1. Click  or  in the tool box, and then drag a box around the item you want to change.
2. On the Image menu, click Stretch/Skew.
3. Click the stretching or skewing option you want, and then enter the amount.
4. Click  below the tool box to stretch or skew opaquely.
5. Click  below the tool box to stretch or skew transparently.

20. Printing

To print a picture

On the File menu, click Print.

Tips

- To see how the printed picture will look before you print, click the File menu, and then click Print Preview.
- To set margins or change orientation, click the File menu, and then click Page Setup.

21. Using Paint with Other Programs

To copy information into another document

1. In the document that contains the information you want to copy, select the information by highlighting it.
2. On the Edit menu, click Copy.
3. In the document where you want the information to appear, click the place

where you want to put the information.

4. On the Edit menu, click Paste.

Tips

- You can also link or embed information.
- You can paste the information multiple times.

To copy information into another document

1. In the document that contains the information you want to copy, select the information by highlighting it.

2. On the Edit menu, click Copy.


3. In the document where you want the information to appear, click the place where you want to put the information.

4. On the Edit menu, click Paste.

Tips

- You can also link or embed information.
- You can paste the information multiple times.

To insert a bitmap into the current picture

1. Select an area to put the picture in by clicking  in the tool box and then dragging the cursor to define the area.

2. On the Edit menu, click Paste From.

3. Specify the name of the bitmap file you want to insert.

4. Drag the selection where you want it, and then click outside the selection.

HAVE FUN!