

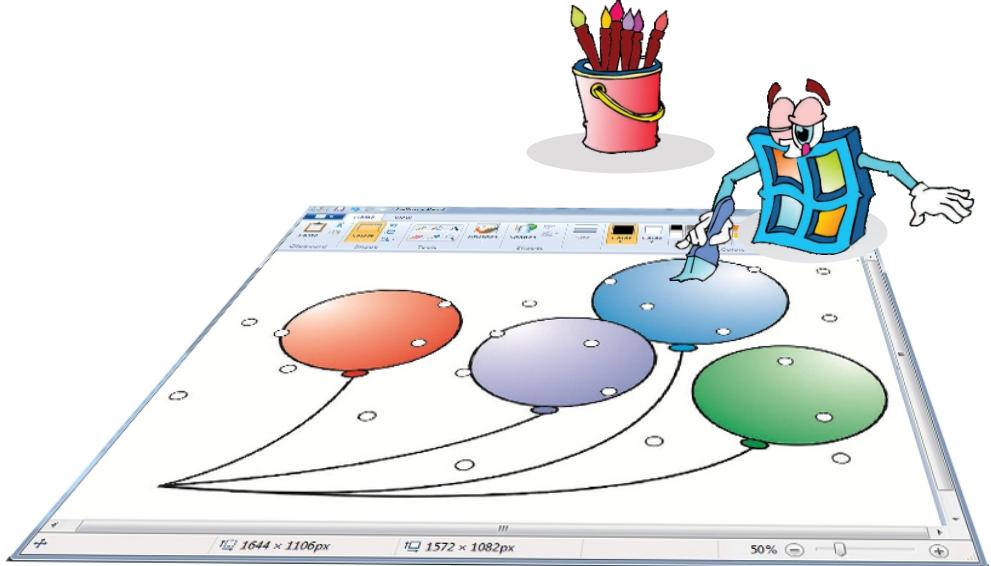
# Lesson 19



## Windows Art

### Working with Paint

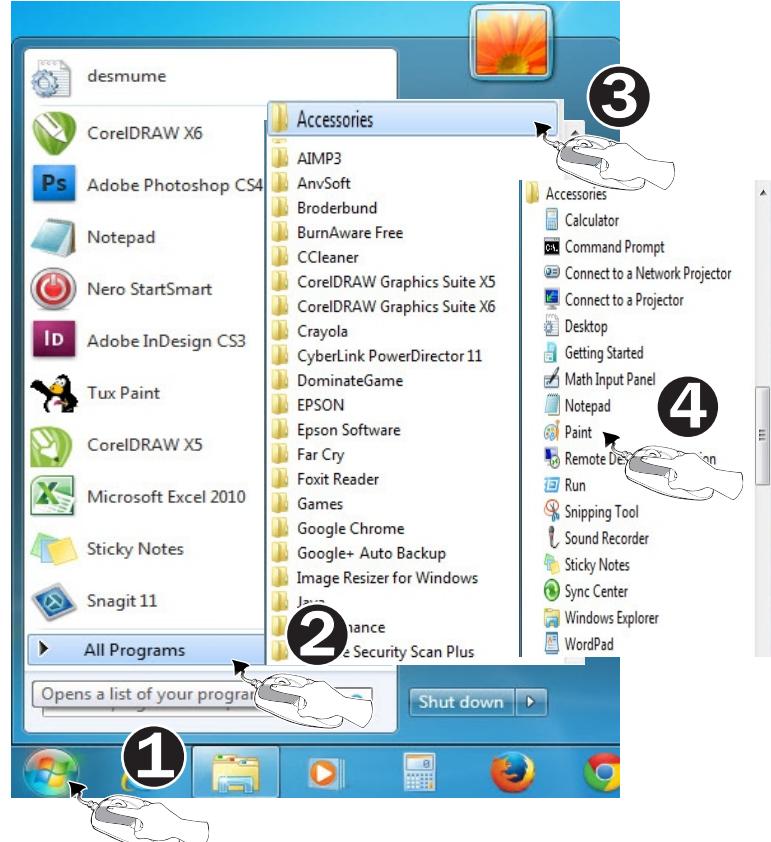
**Paint** is one program of MS Windows that lets you use your artistic abilities to draw pictures and maps on your computer.



## Windows 7 User

### How to Run MS Paint

1. Move the mouse pointer over the **Start** button and left-click.
2. Point the mouse pointer over **All Programs**.
3. Highlight to **Accessories**.
4. Move the mouse pointer over **Paint** and click the left button.



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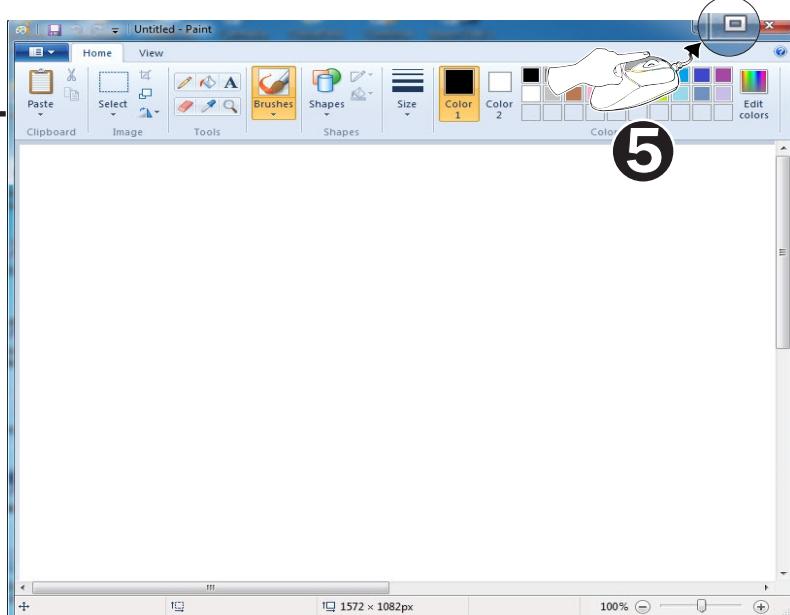


## Windows Art

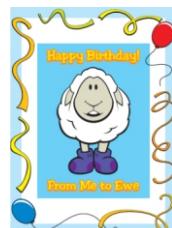
### Working with Windows Paint

The Paint window appears.

5. To enlarge the window to fill your screen, move the mouse pointer over and then press the left button.



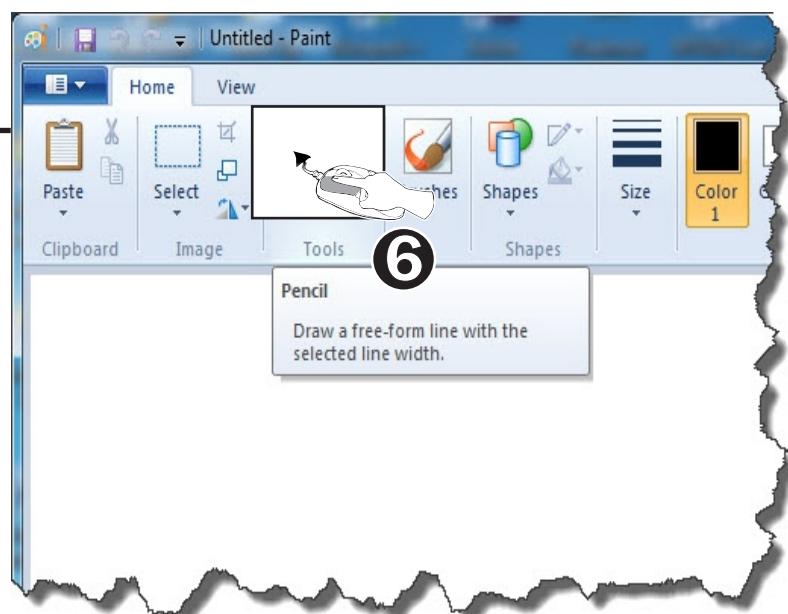
#### Tip



You can place Paint drawings in other programs. For example, you can enhance the appearance of an invitation by adding a drawing you created.

Paint displays tools that let you perform tasks quickly. Familiarize these tools individually through exploring Paint in your computer.

6. To display a description of a tool, move the mouse pointer over the tool (ex. ). After a few seconds, the name of the tool appears.



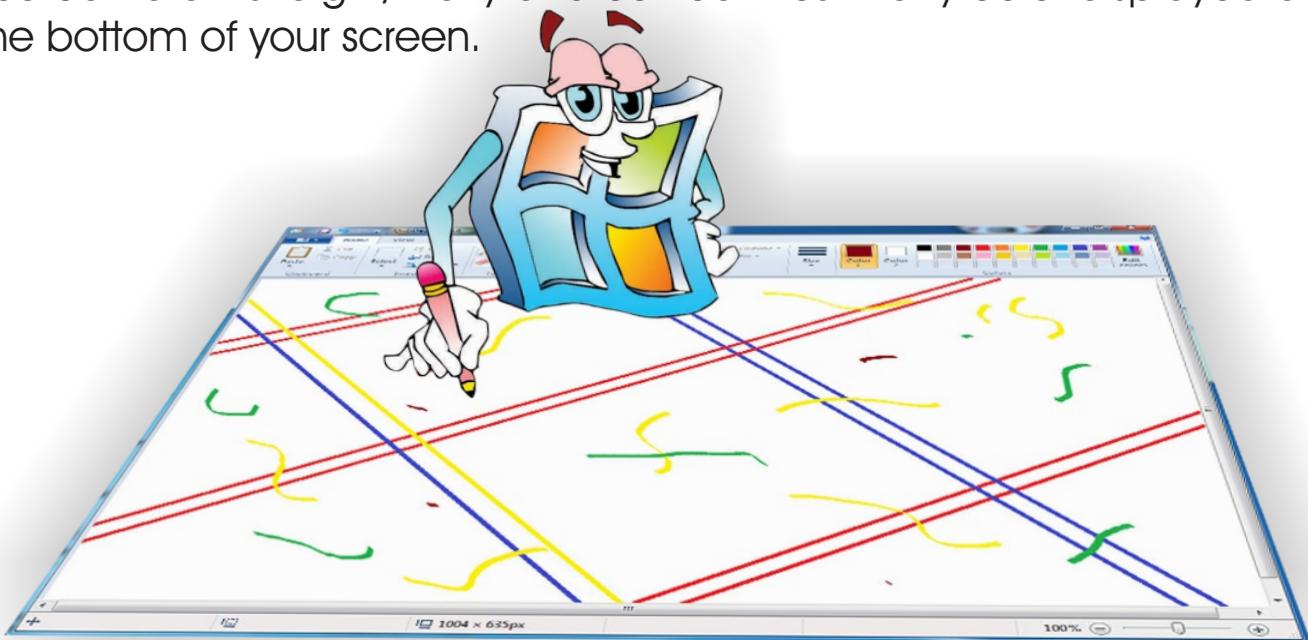
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## Windows Art

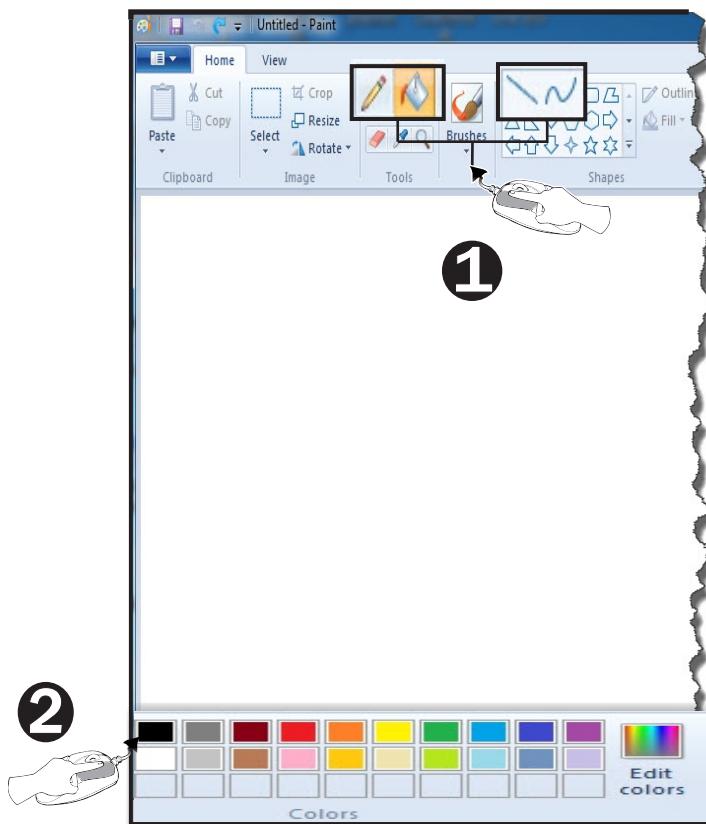
### Drawing Lines

You can draw straight, wavy and curved lines in any color displayed at the bottom of your screen.



### How to Draw Lines

1. Move the mouse pointer over the line tool you want to use (ex. ) and then press the left button.
2. To select a desired color for the line, move the mouse pointer over the color palette ( ex. ) and then press the left button.



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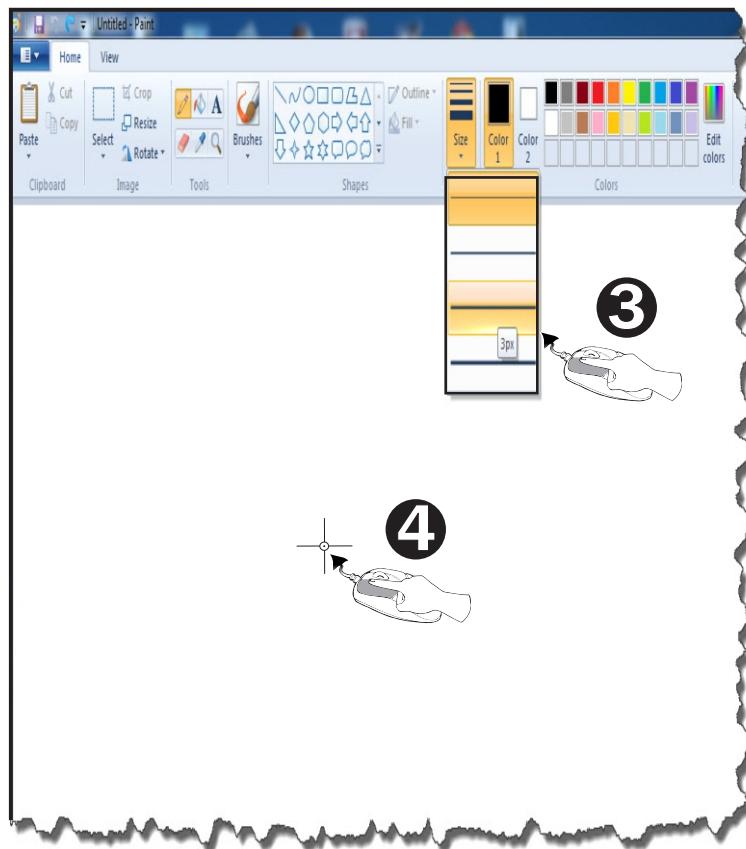
## Windows Art

### Drawing Lines

- To select a line thickness, move the mouse pointer over one of line thickness options and then press the left button.

*Note: The tool does not provide any line thickness options but the tool provides a different set of options.*

- Move the mouse pointer over where you want to begin drawing the line and the mouse changes to or .



**Paint lets you draw these types of lines:**

**Pencil**



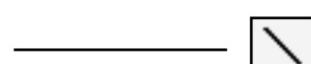
Draws thin, wavy lines

**Brush**



Draws wavy lines of different thickness

**Straight Line**



Draws straight lines of different thickness

**Curve Line**



Draws curved lines of different thickness

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## Windows Art

### Drawing Lines

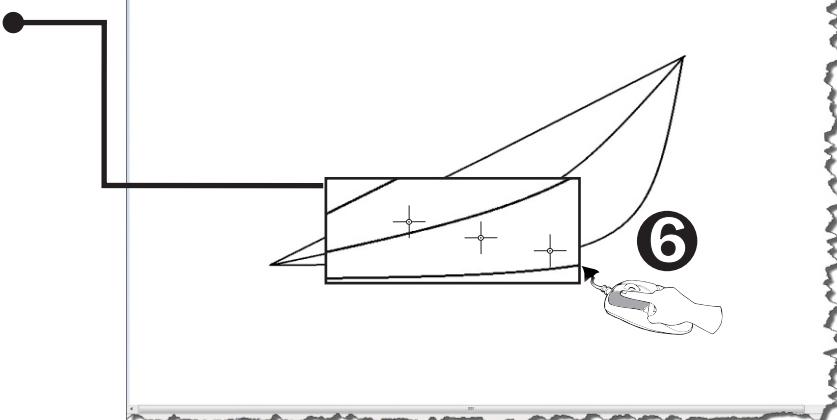
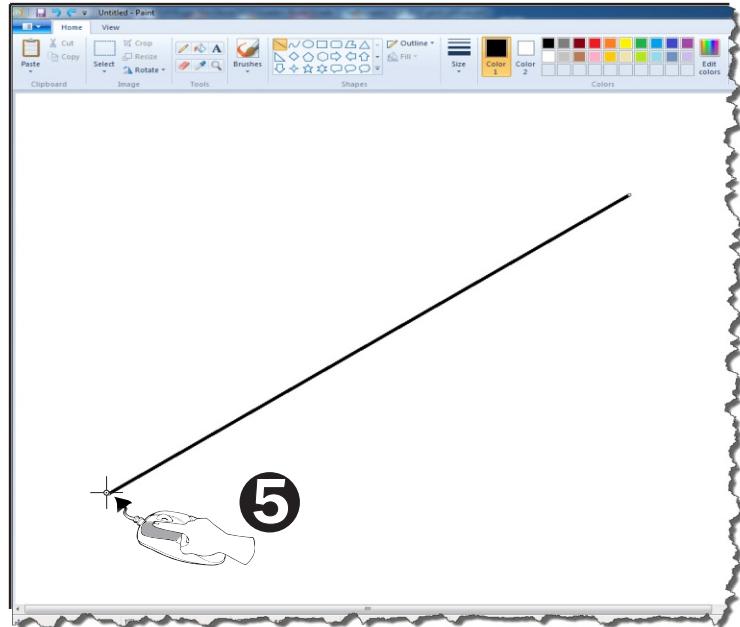
5. Press and hold down the left button as you move the mouse + until the line is the length you want. Release the button then.

*Note: When using the or tool, you can draw a perfectly horizontal, vertical or 45-degree line. To do so, press and hold down **Shift** before and during step 5.*

6. If you selected the tool in step 1, move the mouse + over the line.

To curve the line, press and hold down the mouse' left button. Drag the line until it curves the way you want.

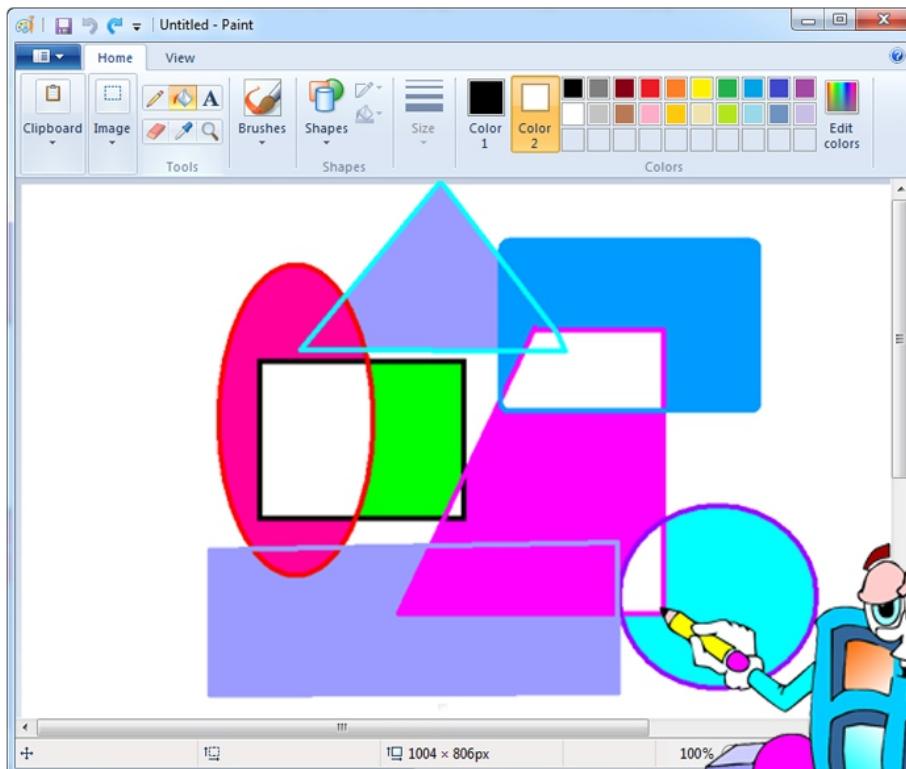
Release the button. Immediately press and release the left button again to complete the curved line.



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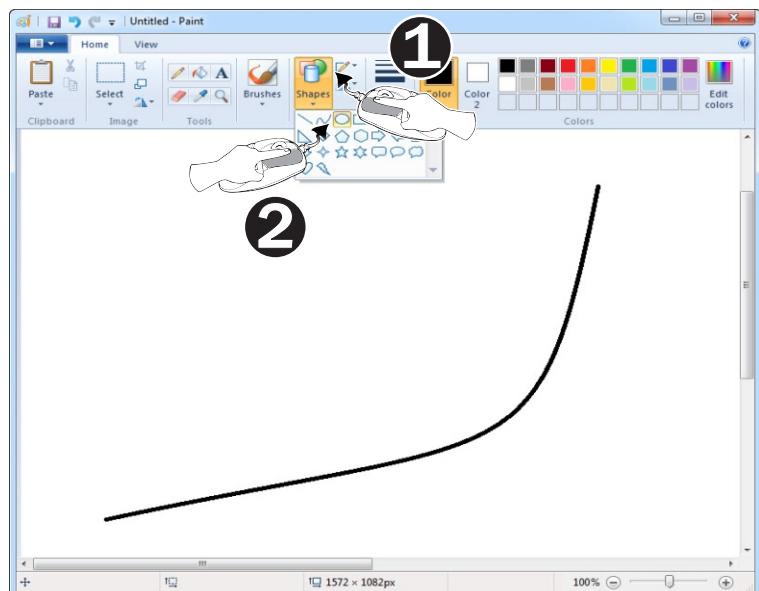
### Drawing Shapes



You can draw shapes such as circles and squares in any color from the color palette displayed at the bottom of your screen.

### How to Draw Shapes

1. Move the mouse  pointer over the tool displaying the shape you want to draw (ex.  ) and then press the left button.
2. To select how you want the shape to appear, move the mouse  pointer over the shape appearance options and then press the left button.



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## Windows Art

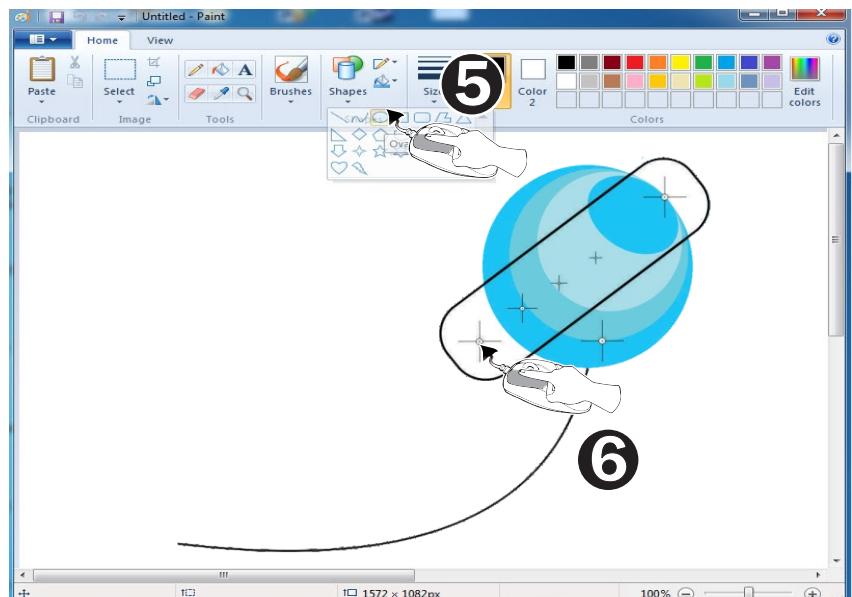
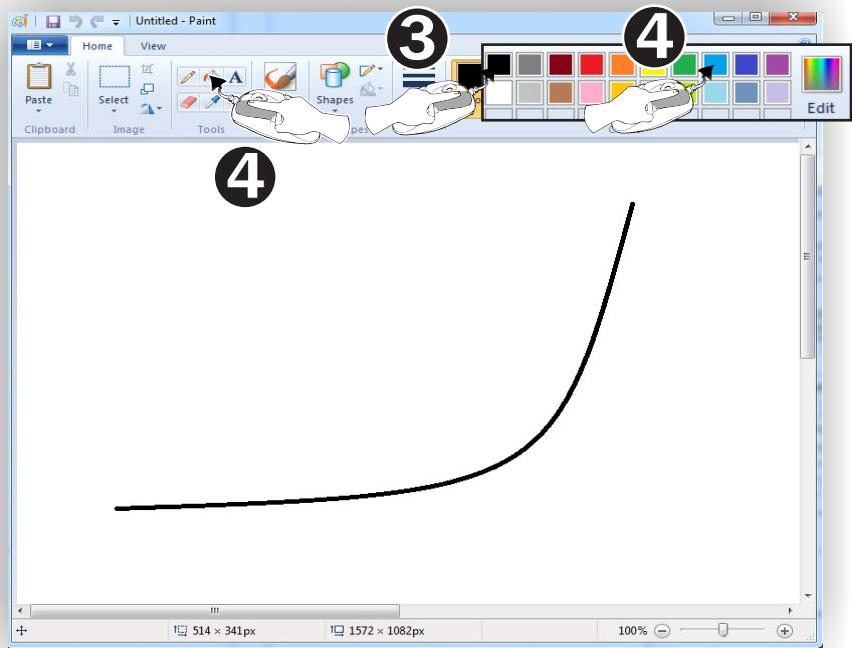
### Drawing Shapes

3. To select a color for the outline of the shape, move the mouse pointer over the color palette (ex. ) and then press the left button.

4. To select a color for the inside of the shape, move the mouse pointer over the color palette (ex. ). Move then to Flood Fill tool and press the left button.

5. Move the mouse pointer to where you want to begin drawing the shape and mouse changes to .

6. Press and hold the left button as you drag the shape to the size you want. Release the button then.



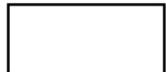
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## Windows Art

### Drawing Shapes

Paint offers three options for creating a shape.



Draws the outline of a shape.

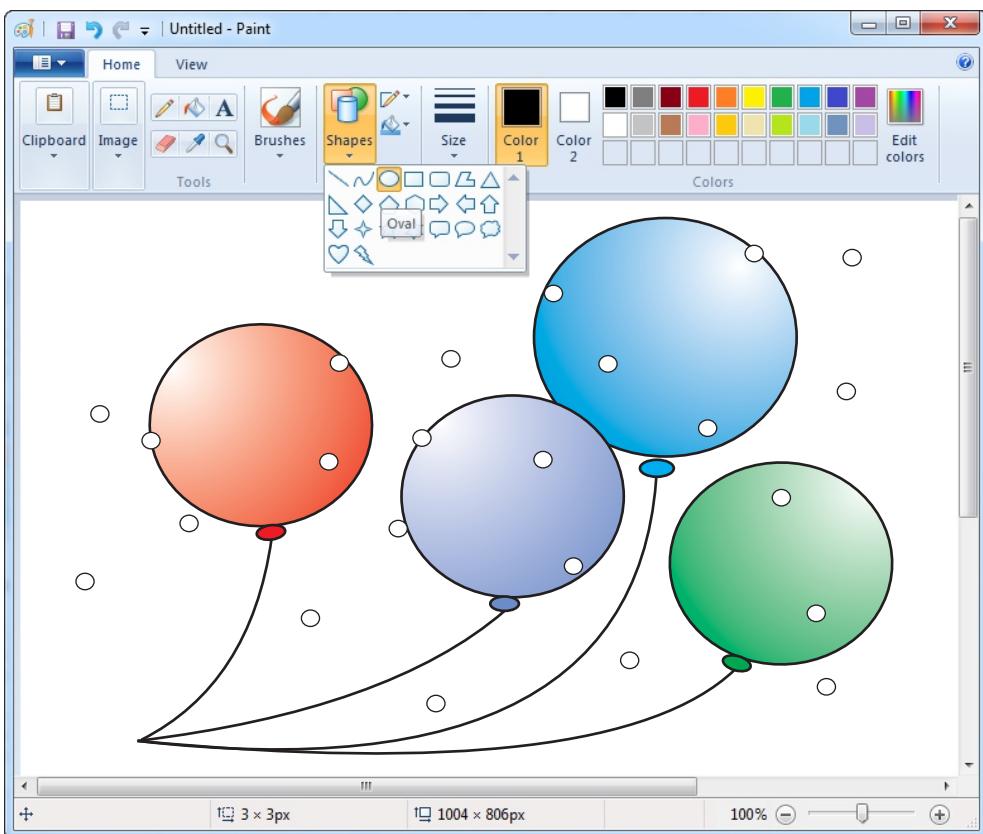


Draws the outline of a shape and fills the inside with color.



Draws a colored shape with no outline.

You can now use the shape and line tools to complete your drawing.



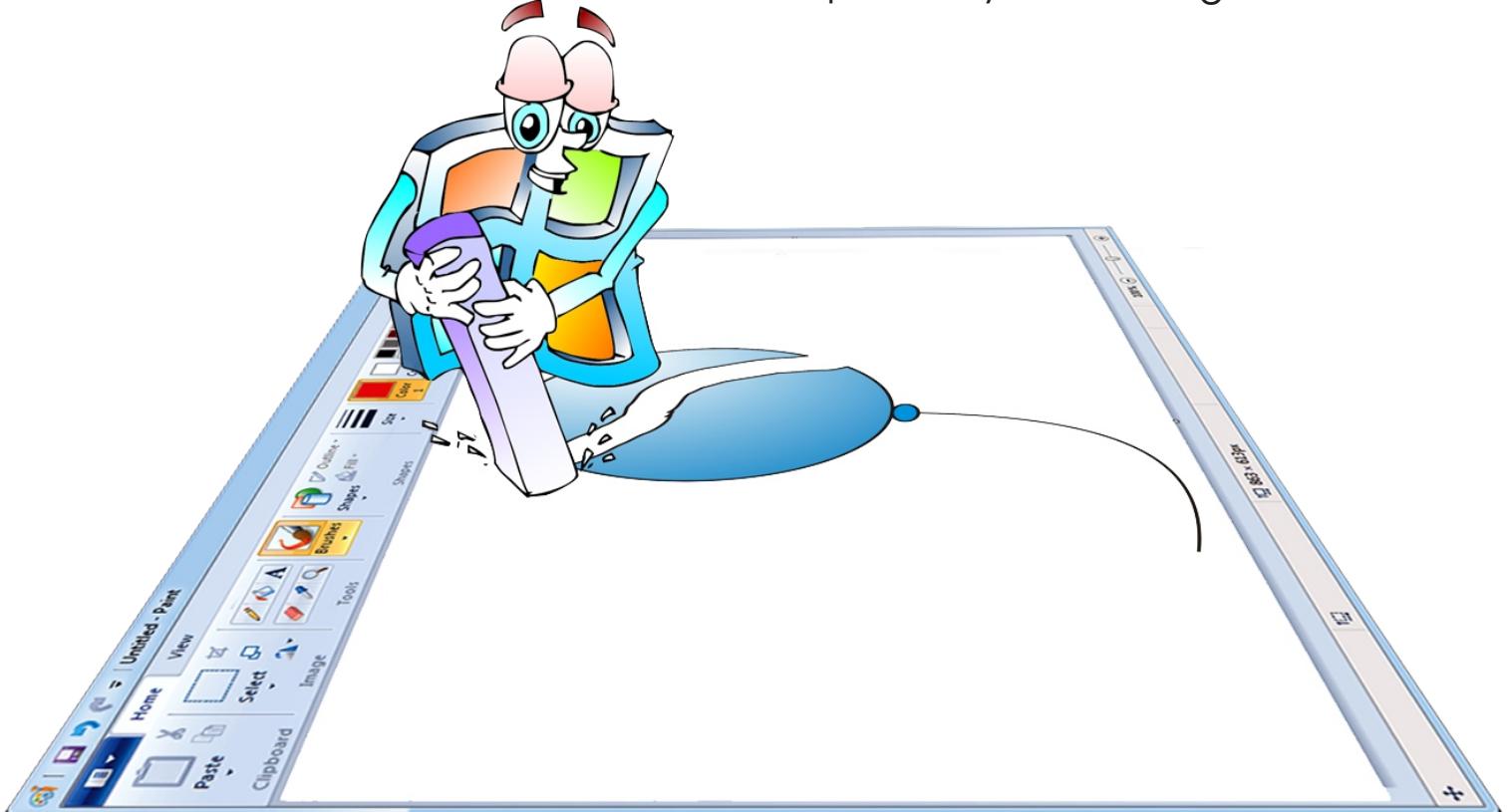
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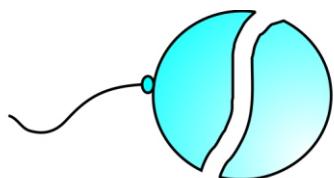
## Windows Art

### Erasing An Area

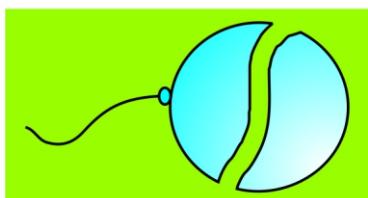
You can use the **Eraser** tool to remove parts of your drawing.



### How to Erase An Area



Use a white eraser when the area you want to erase has a white background.



Use a colored eraser when the area you want to erase has a colored background.

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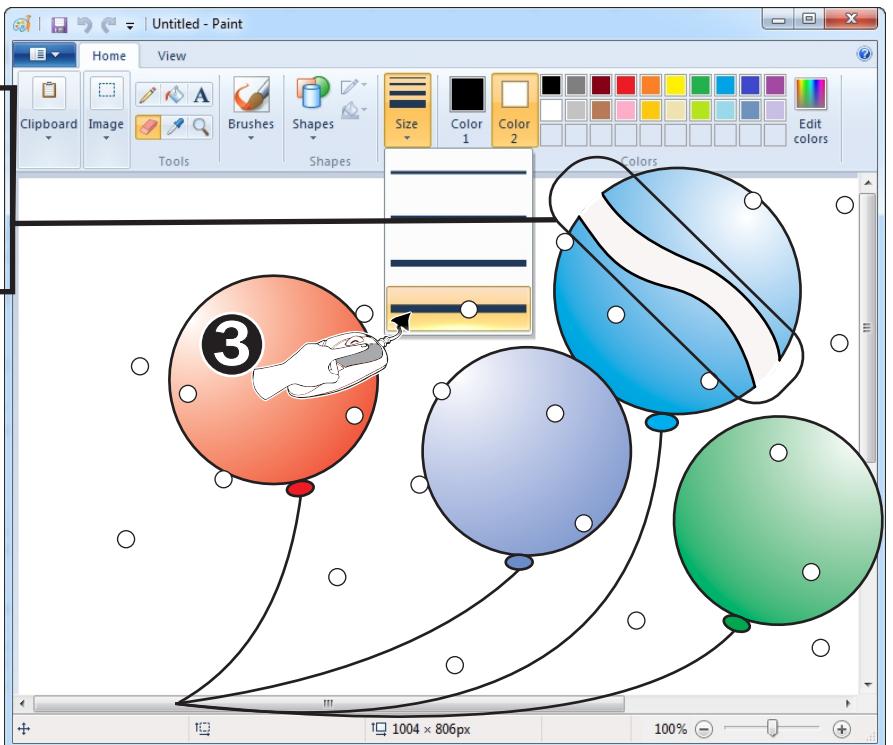
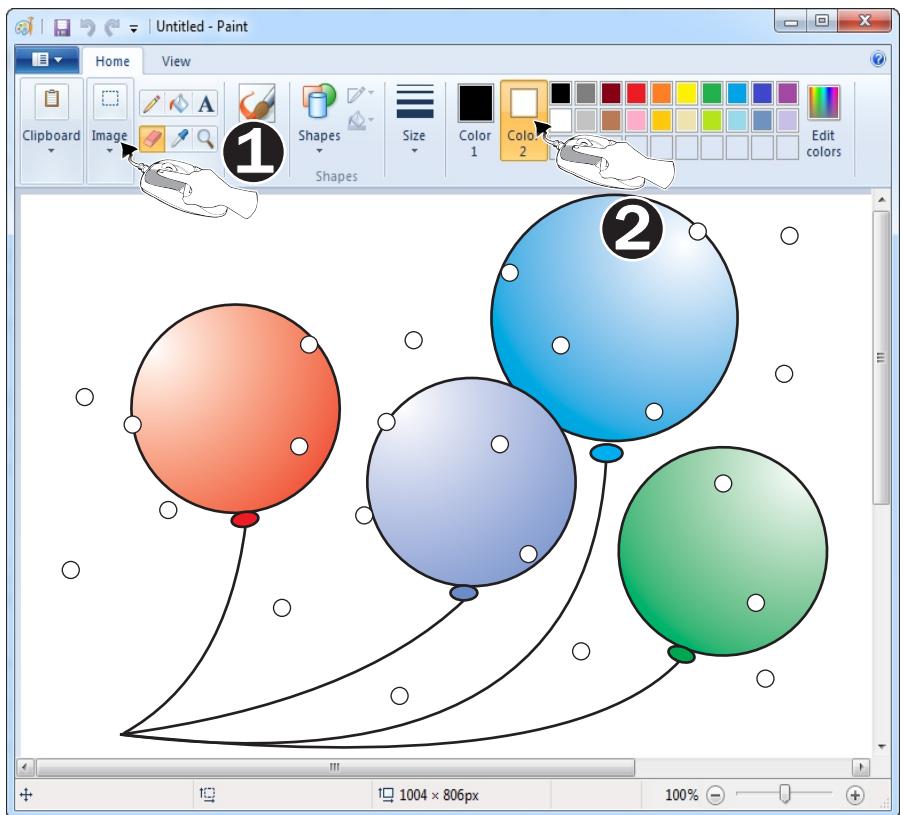
## Windows Art

### Erasing An Area

1. Move the mouse pointer over and then press the left button.
2. To select a color for the eraser, move the mouse pointer over the color (ex. ) and then press the right button.
3. Move the mouse pointer over the eraser size you want to use and then press the left button.

Move the mouse pointer to where you want to start erasing, and mouse pointer changes to .

Press and hold down the left button as you move the mouse over the area you want to erase. Release the mouse button then.



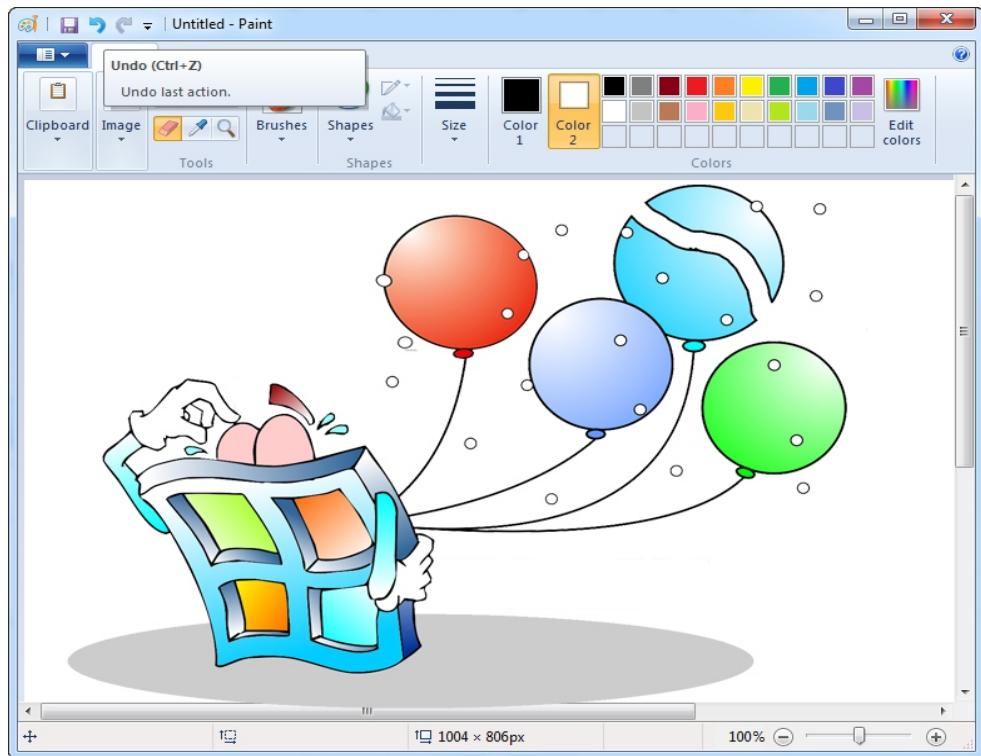
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## Windows Art

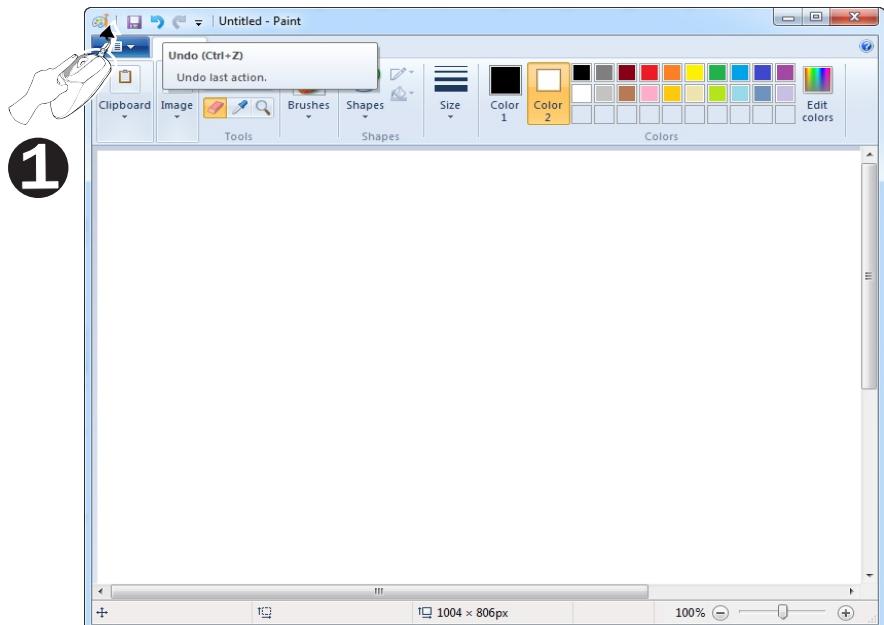
### Erasing An Area

Paint remembers the last change you made to your drawing. If you regret a certain change, you can cancel it by using the Undo feature.



### How to Undo Your Last Change

1. Move the mouse pointer over the **Undo** and then press the left button.



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## Windows Art

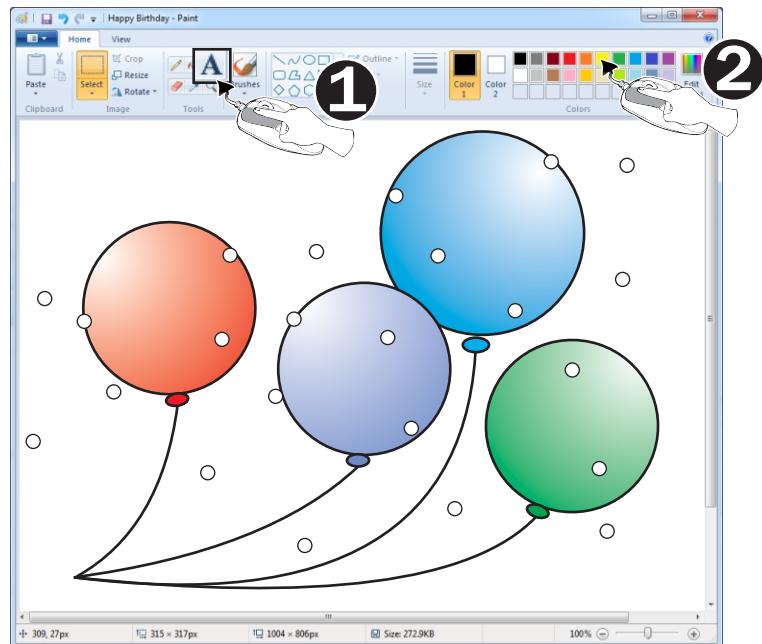
### Adding Text

You can add a title or explanation to your drawing.



#### How to Add Text

1. Move the mouse pointer over **A** and then press the left button.
2. To select a color for the text, move the mouse pointer over the color palette (ex. **Green**) and then press the left button.



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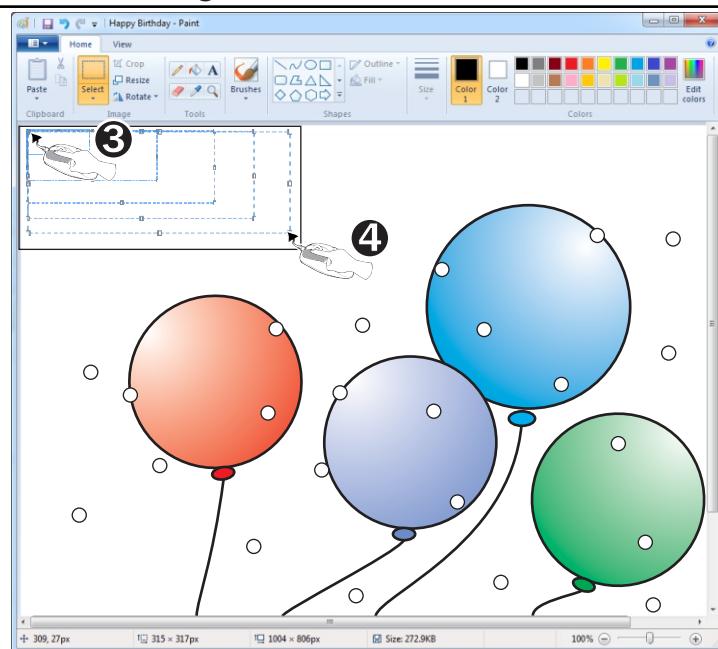


## Windows Art Adding Text

3. Move the mouse pointer to where you want to display the top left edge of the text ( changes to ).

4. Press and hold down the left button as you move the mouse to select the area where you want the text to appear.

Release the button and a dotted box appears.

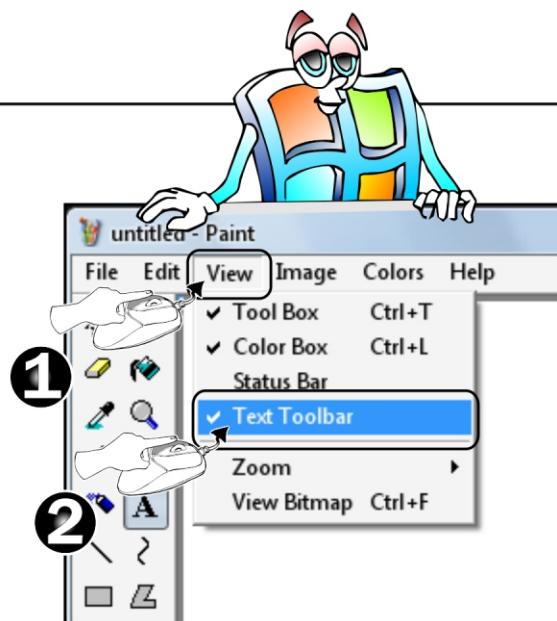


The Text Toolbar appears to help you change the appearance of the text. If the Text Toolbar does not appear after you perform step 5, you can easily display the toolbar on your screen.

## Tip

1. Move the mouse pointer over **View** and then press the left button.

2. Move the mouse pointer over **Text Toolbar** and then press the left button.



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## Windows Art

### Adding Text

5. Type text into this box.
6. To change the size of the text, move the mouse pointer over in the **Font Size** box and then press the left button.
7. Move the mouse pointer over the size you want to use and then press the left button.

The text appears in the new size.

8. To remove the dotted box, move the mouse outside the dotted box and then press the left button.

*Note: After you remove the dotted box, you can no longer edit or change the appearance of the text.*

