PAINT

- ✓ Paint is a graphic application program used to create drawing, or images.
- ✓ In paint, one can create or edit bitmap graphics (.bmp)
- √ The extension of paint file is .bmp
- ✓ In Bitmap graphics screen divided into pixels.
- ✓ If installed program (such as ms-office have correct graphics features) paint can read:
 - TIFF: Tagged Image File.
 - JPEG: Joint Photographic Expert Group.
 - o GIF: Graphic Interface Format
 - o PNG: Portable Network Graphics
 - PCX : PC Paintbrush Format

How to open Paint:

1. Using mouse:

- a) Click On "Start Button"
- b) Click "All Programs"
- c) Click On "Accessories"
- d) Click "Paint"

2. Using keyboard:

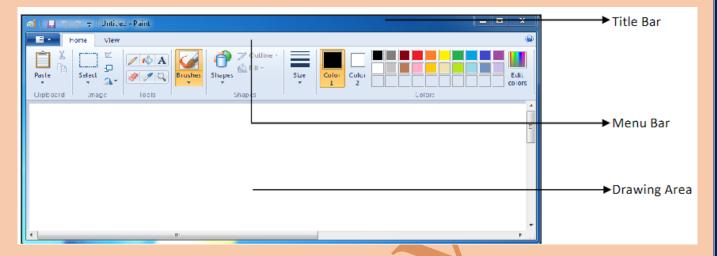
Process 1:

- a) Press "Win key + R"
- b) The "Run" command box will appear
- c) Inside the "Open" drop-down box type "pbrush"
- d) Then press "enter key" for "OK"

Process 2:

a) Press "windows" key to open "Start menu"

- b) Using the arrow key, go to "All Programs" press enter to open all installed program
- c) Do same, to go to "Accessories"
- d) Then go to "Paint", press enter key to open WordPad windows.



Description of Menus/Tabs:

Paint Box:

The file menu have 9 sub-menus

- a) New This will open a new paint screen.
 - Open any exiting paint file
 - Now click "File" → click "New"
 - Short cut key is "Ctrl + N"
- b) Open This will open an existing image file.
 - Create a new image file
 - Now click "File" → click "Open" → on the open dialog box type the name of the document that you want to open.
 - Short cut key is "Ctrl + O"
- c) Save This function is used when you make changes to an existing image file you want to resave the document with the changes.
 - Draw some shapes
 - Save that document with a name.
 e.g. xxx.bmp
 - Now open the saved document (xxx.bmp)
 - Add some shapes, text and some formatting.

- Then click "Save" to resave that image in same name
- Short cut key is "Ctrl + S".
- **d)** 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)
 - Draw any images
 - Go to "file"
 - Click "Save As"
 - Save that document with a name.
 e.g. xxx.bmp
 - short cut key is "Ctrl + S"
- e) Print This option allows you to print a document in 3 different ways :
- ✓ Print:

Select printer and number of copies and print

✓ Page Setup:

Change the layout of the page

✓ Print preview:

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

- **f)** Send In Email Send a copy of the document in an email message as an attachment.
- **g)** Set as Desktop Background: This option will set the current picture as your desktop background.
- ✓ This option have 3 different settings:
 - a) Fill: Fill the entire screen with picture.
 - b) Tile: Set the picture so it repeat and fill entire screen.
 - c) Center: Set the picture in the center of the screen.
 - h) About Paint This option allows us to know about the version, etc. about it.
 - i) Properties: It will show you a dialog box in which you can change units, color, width and height.
 - j) Exit It is used for exit or close the paint window.

Home Tab:

The home tab have 5 groups.

1. Clipboard 3.Tools 4.Shapes 5.Colors 2.Image

1. Clipboard Group

- a) Cut It will remove the selected part from an image and save on clipboard.
 - Draw an 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"
- b) Copy It will leave the selected part of image where it is, but copy it so you can place it elsewhere on your drawing.
 - Draw an 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".
- 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".

2. Image Group -

In image group, there are 4 options

- a) Select
- b) Crop c) Resize d) Rotate

a. Select

To select square or rectangle part:

- i. Draw a picture.
- ii. Click on the down arrow beside "Select" option.
- iii. Click on "Rectangular selection".
- iv. Then drag the point out to select the part of the picture you want.

To select any irregular shape :

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

To select all part:

- i. Click on the down arrow beside "Select" option
- ii. Click on "Select All".

To select inverse of the selection :

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

To delete selected part:

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

• To select transparent:

a) To include the background color:

- i. Click on the down arrow beside "Select" option
- ii. Click on "Free-Form Selection".

- iii. Then drag the point out to select the part of the picture you want.
- iv. 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.
- v. Now move your selected part.

b) To make the transparent:

- i. Click on the down arrow beside "Select" option.
- ii. Click on "Free-Form Selection".
- iii. Then drag the point out to select the part of the picture you want.
- iv. 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.
- v. Now move your selected part.

b. Crop:

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

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

c. Resize:

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

Resize whole picture:

- a) Draw a picture.
- b) Click on "Resize".
- c) Now the "Resize & Skew" dialog box will appear
- d) In the resize part unselect the "Maintain Aspect ratio" checkbox.
- e) Enter the different value in horizontal and vertical textboxes and change the skew (degrees) values (within -89 to 89).
- f) Click "Ok"

Resize part of a picture:

- a. Draw a picture.
- b. Select the part that you want to resize.
- c. Click on "Resize".
- d. Now the "Resize & Skew" dialog box will appear

- e. In the resize part unselect the "Maintain Aspect ratio" checkbox.
- f. Enter the different value in horizontal (width) and vertical (height) textboxes and change the skew (degrees) values (within -89 to 89).
- g. Click "Ok".

d. Rotate:

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

To rotate the whole picture:

- a) Draw a picture.
- b) Click the down arrow beside the "Rotate" for different rotation direction.
- c) Now select one type of rotation direction.

To rotate the part of the picture:

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

3. Tools Group -

This group have 7 options: Pencil, Fill with color, Text, Eraser, Color Picker, Magnifier and Brushes.

a. 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.

b. 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:
 - In the "Color" group, click on "Color2" (background color) box
 - Select a color from color box
 - Then right click inside the enclosed area to fill it.

c. Text:

- I. Use the "Text" tool to enter text in your picture.
- II. On the "Home" tab, in the "Tool" group, click on "Text" tool.
- III. Drag the pointer in the drawing area where you want to add text
- IV. Under the "Text" tool, the new tab will be shown in "Menu bar"
- V. Click on the "Font Face", "Font Size" drop-down menu to select a font face and size of text.
- VI. Click on font style to change style of text (bold, italic, underline etc.)
- VII. In the "Color" group, click "Color 1" and select a color for your text
- VIII. 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
 - IX. If you want the background of text will be transparent, then On the "Text" tab, in the "background" group click "Transparent".

d. Eraser:

The eraser is used to erase part of a picture.

- ✓ To erase a part follow the steps:
 - i. On the "Home" tab, on the "Tool" group, click on "Eraser" tool
 - ii. In the "Size" tool, click on any size to decrease or increase the eraser size
- iii. Then drag the eraser over the area of the picture that you want to erase
- iv. When you erase any area will reveal the background color.
- v. In the "Color" group, click on "color1" box
- vi. Then select a color from color box
- vii. Go to "Size" and select a width of lines or curves
- viii. Short cut key for increase eraser size (Ctrl + +) and reduce is (Ctrl + -)
 - ix. Now in drawing area, with "Pencil" tool draw some images.

e. Color Picker:

Use the "color picker" tool to set the current foreground and background color by picking a color from a picture.

- ✓ If you want the picked color is for foreground color, then;
 - i. Click on "Color Picker" tool to pick the color for "Color1"
 - ii. Then, click on the color that you want to pick
- ✓ If you want the picked color is for background color, then;
 - i. Click on "Color Picker" tool to pick the color for "Color2"
 - ii. Then, right-click on the color that you want to pick

f. Magnifier:

Use this tool to zoom in or zoom out a part of your picture.

- i. On the "Home" tab, in the "Tool" group, click on "Magnifier"
- ii. Move the magnifier and then click on lens, zoom in a part of the image will show in rectangular shape.
- iii. Use the scroll bar to move and see around the picture.
- iv. To reduce the zoom level, right-click on the "magnifier" again.

g. 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.
 - i. On the "Home" tab, in the "Tool" group, click on brushes.

- ii. Clicking on the down arrow will show you different artistic brushes.
- iii. Select the artistic brush that you want to use.
- iv. If you want to change line size, go to "Size" and select a line size.
- v. In the "Color" group, click on "Color1" box and select a color, then click and drag the pointer to draw the lines.
- vi. In the "Color" group, click on "Color2" box and select a color, then right-click and drag the pointer to draw the lines

4. Shapes Group -

The shapes group allows you to draw readymade shapes.

- On the "Home" tab, On the "Shapes" group, click on a Readymade shape
 - a) To draw a shape with equal sides Press and hold the "Shift" key and drag the mouse pointer.
 - b) To change the line style:
 - i. In the "Shapes" group, click on "Outline"
 - ii. Now the different lines style names will be shown.
 - iii. Select one of the line style.
 - iv. If you don't want your shapes to have an outline, click on "Outline".
 - v. Then select "No Outline".

c) To change the shapes outline size :

- i. Click on "Size"
- ii. Then, select a line size.
- iii. If you want to increase the width of line, then press "Ctrl + +"
- iv. If you want to decrease the width of line, then press "Ctrl + -"
- d) In the "Color" group, click "Color1", then select a color for outline of the shape, and drag the mouse pointer to draw.
- e) In the "Color" group, click "Color2", then select a color for fill inside of the shape, and drag the mouse pointer to draw.
- f) To change the fill style:
 - i. In the "Shapes" group, click on "Fill"
 - ii. Now the different fill style name will be shown
 - iii. Select one of the fill style

- iv. If you don't want your shapes to fill, click on "Fill"
- v. Then select "No Fill"

Shapes	Shapes Name	Used For
	Line	Draw a straight line
~	Curve	Draw a straight line, then curve it
0	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
Δ	Triangle	Draw a 3 equal side triangle
	Right Triangle	Draw a right angle triangle
\Diamond	Diamond	Draw a diamond
\bigcirc	Pentagon	Draw a shape which have five sides
	Hexagon	Draw a shape which have six sides
\Rightarrow	Right Arrow	Draw a right headed arrow
\Box	Left Arrow	Draw a left headed arrow
Û	Up Arrow	Draw a up headed arrow
Û	Down Arrow	Draw a down headed arrow
→	4 Point Star	Draw a 4 point star
☆	5 Point Star	Draw a 5 point star
17,3	6 Point Star	Draw a 6 point star
	Rounded Rectangular Callout	Draw a rounded rectangle callout
ada	Oval Callout	Draw a oval callout
\Box	Cloud Callout	Draw a cloud callout
\(\sqrt{\partial}\)	Heart	Draw a heart
F	Lightning	Draw a bolt

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5. Color 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. Short cut key is "Ctrl + F".

View Tab -

The view tab have 3 groups.

- 1. Zoom
- 2. Show or Hide
- 3. Display.

1. Zoom - This option is used to increase or decrease the zoom level.

- Zoom in
- Zoom out
- 100%

2. Show or Hide -

- Tick the "Ruler" checkbox to show the ruler.
- Untick the "Ruler" checkbox to hide the ruler.
- Tick the "Gridlines" checkbox to show the ruler.
- Untick the "Gridlines" checkbox to hide the ruler.
- Tick the "Status bar" checkbox to show the Status bar.

• Untick the "Status Bar" checkbox to hide the Status bar.

3. Display -

- a) 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".
 - Short cut key is "F11"
 - To exit full screen, press "Esc" key from keyboard
- **b) Thumbnails –** Use the thumbnail to show or hind the thumbnail windows to view-++++ the thumbnail window:
 - o On the "View" tab, in "Zoom" group, click on "Zoom In".
 - Now select "Thumbnail" form "Display" group
 - You can view the small thumbnail window which displays the full view of the magnified image.



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