

LESSON

4

## Introduction to M.S. Paint

### Objective of this Chapter

- 4.1 What is Paint
- 4.2 How to start the MS-Paint
- 4.3 Parts of a Paint Window
  - 4.3.1 Title Bar
  - 4.3.2 Quick Access Toolbar
    - 4.3.2.1 Moving Quick Access Toolbar
  - 4.3.3 Menu Bar
  - 4.3.4 Vertical and Horizontal Scroll Bar
  - 4.3.5 Status bar
  - 4.3.6 Work Area
- 4.4 Saving the work

### Introduction

Paint is a drawing program used for drawing objects and shapes. We can draw colorful pictures with paint. These pictures can be saved and printed. These pictures can be copied in another document and can also be taken to desktop as background.

### 4.1 What is Paint?

Paint is a drawing tool which helps us to create drawings. It is a useful program for new users and children. There are many different tools in paint used for making beautiful pictures. Drawings in paint can be either in black-and-white or in color, and can be saved as bitmap files. We can print these drawings, can use it for your desktop background, or paste it into another document. We can use Paint to work with pictures, such as .jpg, .gif, or .bmp file formats.

### 4.2 How to start the MS-Paint

Start  → All Programs → Accessories → Paint   
OR

1. Click on the start button on taskbar/super bar. Start menu will appear.



2. Click on All Programs, another menu will appear.
3. Click on Accessories option in this menu. Another menu will appear. This menu has a Paint option.
4. Click on Paint option.
5. Paint window as shown in diagram given below.

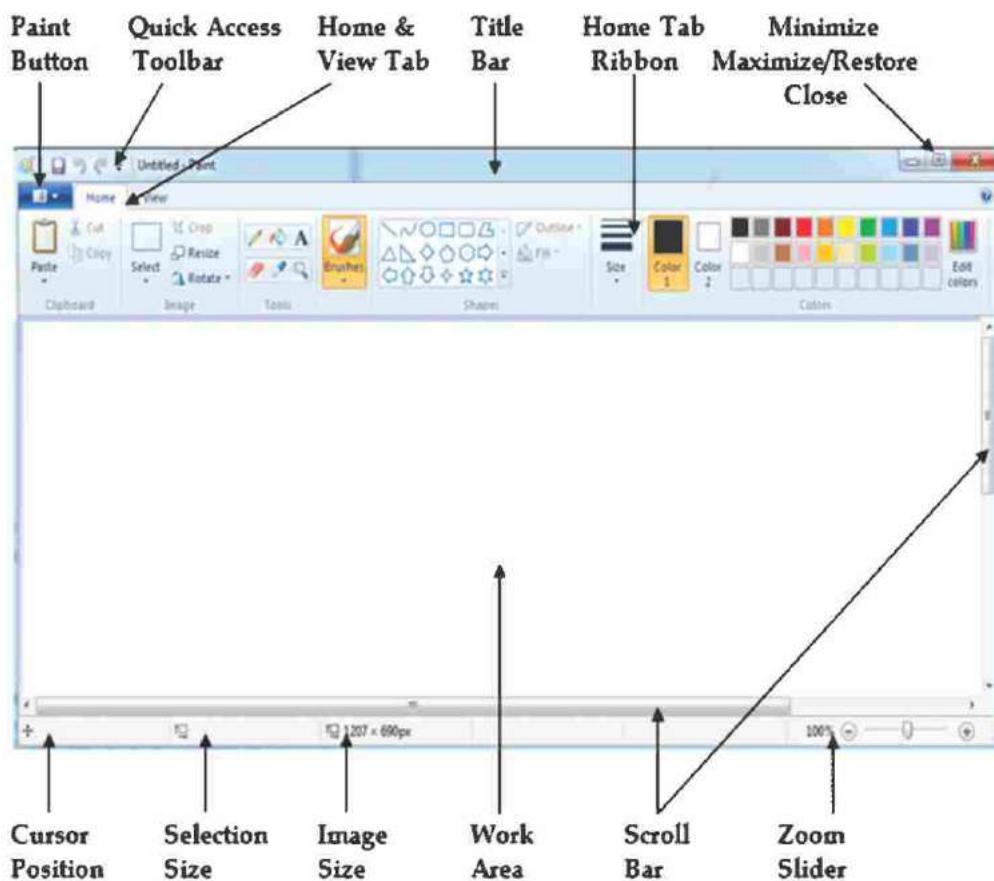


Fig. 4.1 Parts of Paint Windows

### 4.3 Parts of a Paint Window

Paint window is shown in above figure. It has following main parts:

1. Title Bar
2. Quick Access Toolbar
3. Menu Bar
4. Vertical and Horizontal Scroll Bar
5. Status bar
6. Zoom in zoom out
7. Work Area



### 4.3.1 Title Bar

The title bar is present at the top of the paint window. At the left end of the Title Bar the first item shown is little paint palette. If we click this button a standard window menu opens, having options Restore, Move, Size, Minimize, Maximize and Close. Another thing we will see the title of our picture followed by the name of the programPaint. If we haven't saved our picture, the name will be shown as "Untitled".



Fig. 4.2 Title Bar

#### 4.3.1.1 Quick Access Toolbar

Quick Access Bar, contains four buttons - Save, Undo, Redo and Customize.

#### 4.3.1.2 Minimize, Maximize / Restore, close:

Title bar has three buttons on its right corner. They are:

- ➡ Minimize button : used for minimizing the paint window onto the task bar.
- ➡ Maximize/Restore button : used for maximizing and restoring the paint window.
- ➡ Close Button : used for closing the paint window.



Fig. 4.3 Minimize, Maximize, close

### 4.3.2 Quick Access Toolbar

It is toolbar present in title bar by default. Its position can be changed both to below or above the ribbon and icons can be added and removed as per the user's requirement.



Fig. 4.4 Quick Access Toolbar

#### 4.3.2.1 Moving Quick Access Toolbar to below the Ribbon

If we prefer to have Save, Undo and Redo below the ribbon, move your cursor over the title bar until the **Customize** icon lights up. Click and a menu will appear. Near the bottom of the menu that appears, we will see



Show below the Ribbon. Click Show below the Ribbon. The Quick Access Toolbar will move below the Ribbon.

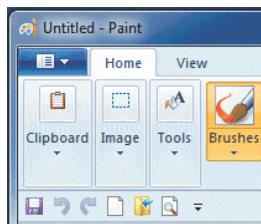


Fig. 4.5 Moving Quick Access Toolbar to below the Ribbon

We can add more options such as **New, Open, and Print Preview** etc. to the Quick Access Toolbar with the help of **Customize** icon.



Fig. 4.6 Customize Quick Access Toolbar

Let us learn about these commands and their functions :

Name of Command	Functions
New	Creates a new, blank image file.
Open	Opens a dialog box to open (view) an existing image file.
Save	Saves changes to the current file.
Print	Use to Print the current picture.
Print Preview	Displays the image on screen as it will appear when it is printed out on paper.
Send in e mail	In Paint Send a copy of the picture in an email as an attachment.
Undo	Undo last action.
Repeat	Redo last action.



Name of Command	Functions
Show below/ above the ribbon	Shows Quick Access Toolbar below or above the ribbon.
Minimize the ribbon	Toggle the ribbon On/Off.

We can click any of these items a second time to undo changes we have made to the Quick Access Toolbar.

#### 4.3.2.2 Adding Ribbon items to the Quick Access Toolbar:

Many other items from the ribbon can also be added to the Quick Access Toolbar. On the Ribbon, right click on anything we like to add. A menu will appear which includes the option “Add to Quick Access Toolbar”. Click on this option.



Fig. 4.7 Adding Ribbon items to the Quick Access Toolbar

Here the Magnifier, Pencil, Color2 (background color)and Transparent selection tools have been added to Quick Access Toolbar. To remove these items we have added from the Ribbon, right click the unwanted icon and then click the Remove from Quick Access Toolbar option.

#### 4.3.3 Menu Bar

The Menu bar has three tabs named as Paint Button, Home tab ribbon and View tab ribbon, on the left side and a Help button at the far right side of the bar as shown in the figure below.



Fig. 4.8 Menu Bar

##### 4.3.3.1 Paint Button :

The first on the left of the Menu Bar is the **Paint Button**, which opens a menu, as shown below, and a list of pictures we have recently saved.



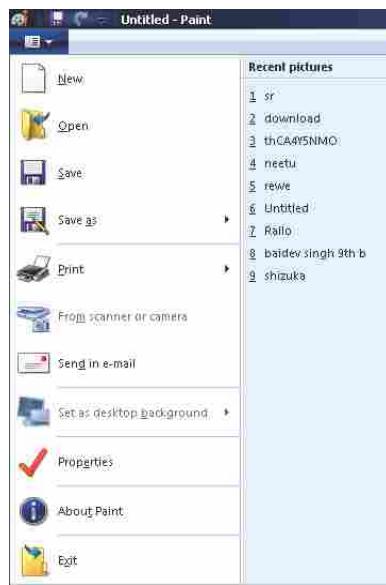


Fig. 4.9 Paint Button

Here we can see some new commands which are discussed in table shown below :

Name of Command	Functions
Save As	Saves changes to the current file, and allows us to pick a new or different file name and format such as PNG, JPEG, BMP, GIF or other format for the file.
From scanner and camera	Import picture from scanner or camera.
Set as desktop background	Set the current picture as our desktop background.
Properties	Change the properties of the picture. The Properties dialogue box will give us information about the picture on which we're currently working.
Exit	To close paint window.

#### 4.3.3.2 Home tab Ribbon

All the tools, shapes, the color palette, and most commands are grouped together in the ribbon except the commands such as Save, Undo and Redo,



which are shown at the left end of the title bar, in the Quick Access Toolbar. Drop-down arrows below each item in the ribbon will give us access to everything in their menus. For everything we do in paint, we will need the **Home** tab. The Home tab contains the Ribbon, from which tools, shapes, brushes and colors are selected.

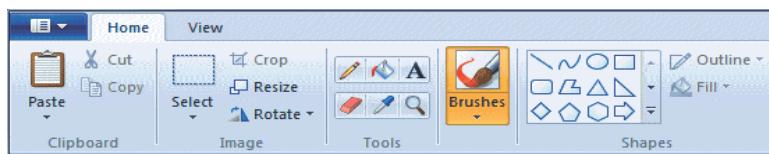


Fig. 4.10 Home tab Ribbon

There is also an option to minimize the ribbon. If we choose this, the ribbon disappears entirely, but pops into view if you click on the **Home** tab.

#### 4.3.3.3 View tab Ribbon

We can use the View tab by clicking on it. The options such as Zoom in and Zoom out, show or hide and display are in View tab. Zoom in and out can be used alone or in conjunction with the Zoom Tool on the Ribbon or the slider on the Status Bar.



Fig. 4.11 View tab Ribbon

#### 4.3.4 Scroll Bar

Scroll Bar is used to move the screen. It is of two types

##### 4.3.4.1 Horizontal Scroll bar

It is present at the bottom of the Paint window and above the status bar. It moves the screen left and right.

##### 4.3.4.2 Vertical Scroll bar

It is present on the right side of the Paint window. It moves the screen up and down.



### 4.3.5 Status Bar

The Status Bar is present at the very bottom of the Paint Window; it gives information and can be used to help us as we work in Paint. Let us look at its features from left to right.

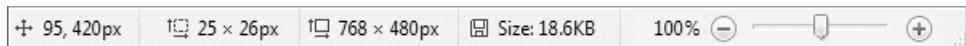


Fig. 4.12 Status Bar

- **Cursor Position :** It gives the Cursor Position, which is helpful when we want to position any picture precisely.



Fig. 4.13 Cursor Position

- **Selection Size :** It shows the size of a selection we are making, or of an object we are drawing.

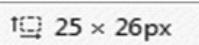


Fig. 4.14 Selection Size

- **Image Size :** It shows the size of our entire picture, even if the picture is very large and is not all visible in the window. If we have not changed the units in the Properties dialogue box the measurement will be in pixels, but we can change the measurement to inches or centimeters.

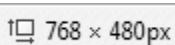


Fig. 4.15 Image Size

- **Disk Size :** Once we have saved our picture, this option will show its size on storage Disk. In a very small window, this figure might not be shown.

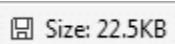


Fig. 4.16 Disk Size

- **Zoom Slider :** The Zoom Slider is convenient if we are working in a zoomed-in view and want to zoom out. However, we cannot zoom in on a particular spot, as we can do with the Magnifier.



Fig. 4.17 Zoom Slider



### 4.3.6 Work Area

Free space is called work area. It is used for making drawing.

## 4.4 Saving our Work

It is good to save our picture as soon as we begin to work. We must click on the **Save** button on the **Quick Access Toolbar** every few minutes. This saves loss of work if the program closes unexpectedly, as in a power failure.

When we click the **Save** for the first time, we will find a dialogue box where we have to type a name for the picture. Having typed a name, click the **Save** button.

**Save as :** With the help of Save as option we can **Save a Copy** of picture with another file name. Go to the Paint button and open the menu.



Fig. 4.18 Paint button

Click **Save as**

In the dialogue box, just change existing name then click the Save button.

## Points to Remember

1. Quick Access Toolbar is present in title bar by default
  2. New Command creates a new, blank image file
  3. The first on the left of the Menu Bar is the Paint Button
  4. Maximize, Minimize and close button are parts of title bar.
  5. The Status Bar is present at the very bottom of the Paint Window.

## Exercise

### 1. Fill in the Blanks using the right option :



- (1) Quick access bar (2) Status Bar (3) Scroll Bar (4) Task Bar
3. The first on the left of the Menu Bar is the ..... Button.  
(1) Paint (2) Help (3) Close (4) Minimize
4. Scroll Bar is used to move the screen. It is of ..... types  
(1) 2 (2) 3 (3) 4 (4) 5
5. With the help of ..... option we can Save a Copy of picture with another file name..  
(1) save as (2) open (3) new (4) exit

**2. Write down True or False :**

1. Drawings in paint can be saved as bitmap .bmp files.
2. There are 3 buttons at the Right hand side of The title bar.
3. Minimize button is used to minimizing the paint window onto the task bar.
4. New command is used to create a new, file.
5. Drawing is done in drawing area.

**3. Short Answer type Questions :**

1. What is paint?
2. How to start the Ms Paint.
3. Write the parts of paint window.
4. Write the types of scroll bar.
5. What is work area?

**4. Long Answer type Questions :**

1. What is Quick Access Toolbar? Explain its parts.
2. What is paint button? Write down its commands.
3. Define Home Tab Ribbon.
4. What is status bar? Explain its parts.
5. How to save our work?

