

LESSON
5

M.S. Paint – Part 2

Objective of this Chapter

5.1 Home Tab Ribbon

- 5.1.1 Clipboard
- 5.1.2 Image
- 5.1.3 Tools
- 5.1.4 Brushes
- 5.1.5 Shapes
- 5.1.6 Size
- 5.1.7 Colors

5.2 View Tab Ribbon

- 5.2.1 Zoom
- 5.2.2 Show or Hide
- 5.2.3 Display

5.1. Home Tab Ribbon

Many of the tools we use in Paint are found in the Home Tab Ribbon, which is below the Menu Bar of the Paint window. The following figure shows the Ribbon and main parts of Home Tab Ribbon.

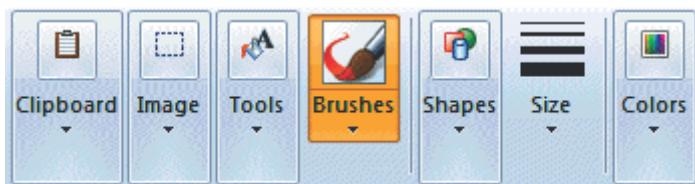


Fig. 5.1 Home Tab Ribbon

5.1.1 The Clipboard Menu

The clipboard menu has three options – **Cut**, **Copy** and **Paste**. Only when a selection is active, the Cut and Copy icons are shown as active.





Fig. 5.2 The Clipboard Menu

Paste is always active, because we may wish to **Paste from** a picture on our computer. For example if previously, we have drawn and saved a small flower and wish to add it to our new drawing. We can click the down arrow under Paste, click **Paste from** and navigate to the saved picture, click its name and click **Open**.

5.1.2 The Image Menu – Select

Depending on the size of our window, the Image Menu will look like one of figures shown below. When we click the down arrow just below the dotted rectangle, or just below the word Image, a menu offers us further choices.

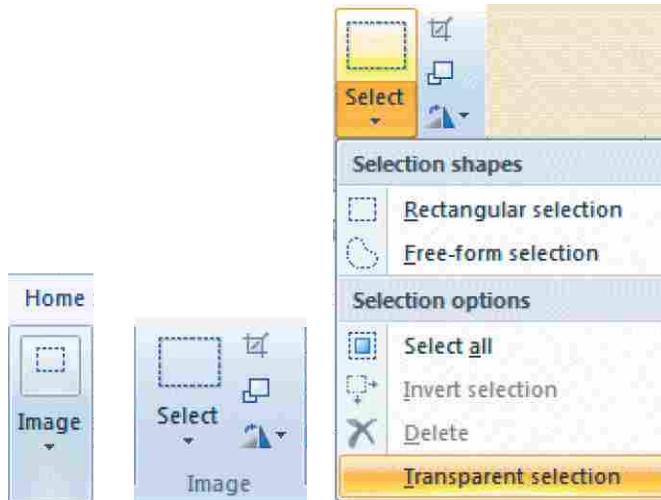


Fig. 5.3 The Image Menu – Select

Before we can use the buttons on the right of this menu, we must select the part of our drawing that we want to work with.

- ➡ **Transparent selection :** At the bottom of the Select menu we can see **Transparent selection**. We may use this often, so it is good to add it to our Quick Access toolbar. To do this, right click on Transparent



selection and then click on **Add to Quick Access toolbar**. On our Quick Access Toolbar, there will be a checkbox in front of the words, Transparent selection, as shown in figure below.



Fig. 5.4 Transparent selection

While that box has a tick in it, selections will be transparent. To make our selections opaque, just click the checkbox to remove the tick.

- **Rectangular selection :** Usually we can make a rectangular selection. After clicking the rectangular selection tool, position the cross-hair cursor at the top left of the part we want to select, press your left mouse button and drag down to its bottom right. A dashed rectangle will appear around our selection. With the move cursor  we can move our selection, or drag while holding the Ctrl key to make a copy of it.
- **Freeform selection :** We may need to make a freeform selection if the part of our drawing that we want to work with is crowded up closely with parts we don't want to include.

5.1.2.1 Copying a selection

There is a Copy button on the ribbon for copying, but we can make multiple copies of a selection in a faster way also.

Draw a selection around the part we want to copy, using either the rectangular or the freeform selection tool. Whenever Move Cursor  appears; hold the Ctrl key as we begin to drag to its new location, Click, a copy will appear of the selection. If we want to continue copying, press the Ctrl key again as we begin to drag the second time. Repeat as many times as we needed.

5.1.2.2 Painting with a selection

Select a small piece from a picture, for example, with more than one color. Hold down the Shift key while we drag it around to make an abstract pattern. We can even write with a small selection.



5.1.2.3 Selection option

To the right of the selection icon we can see three options, **Crop**, **Resize** and **Rotate flip**.

5.1.2.3.1 Crop

The top button, a diamond shape with a line through it is crop. It helps us crop to our picture so that only the selected area remains. If we click the Save icon after cropping to a selection, our large drawing page will be replaced with the cutout.

5.1.2.3.2 Saving a cutout

1. Save the picture we are working on.
2. Select the part we want to save as a cutout.
3. Click the Crop button.
4. Go to the Paint button  and open the menu.
5. Click **Save as** .
6. Type a name for the cutout and click **Save**. We will return to the Paint window with the cutout displayed in it and the name on the Title bar is the name we used when saving the cutout.

5.1.2.3.3 Resize and Skew

The second small button to the right of the large Select button will open the Resize and Skew dialogue box as shown in figure below.

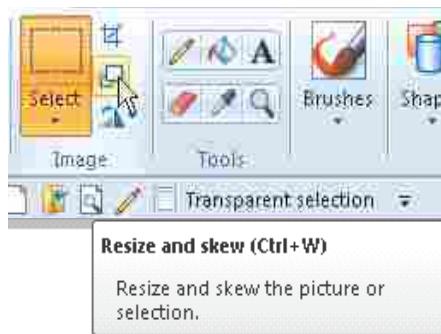


Fig. 5.5 Resize and Skew

5.1.2.3.3.1 Resize

We can quickly resize a selection by dragging any of the little blocks or handles on the selection rectangle. However, if we want the size adjustment



to be precise, we must use the Resize and Skew dialogue box, which will appear when we click the Resize icon as shown in figure below.

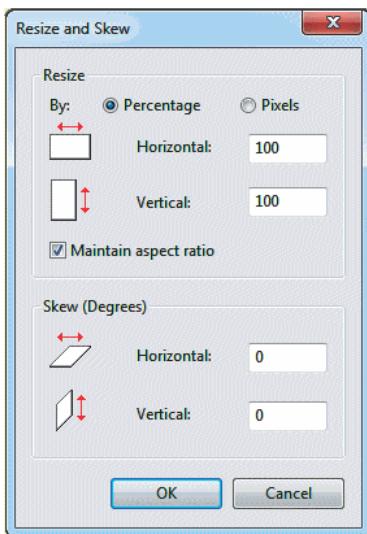


Fig. 5.6 Resize

Only the top half of this dialogue box is concerned with resizing.

Note : While the option **Maintain aspect ratio** is checked, whatever we type into the Horizontal slot will be repeated in Vertical and our selection will stay exactly in proportion. We can remove the check if we want the selection to be fatter or thinner.



Fig. 5.7

5.1.2.3.3.2 Skew

The bottom part of the Resize and Skew dialogue box invites us to skew our selection. When we use this option, it makes our selection include a lot of border area to avoid having part of the picture cut off. If this does happen, click **Undo** and make a wider selection before trying again.

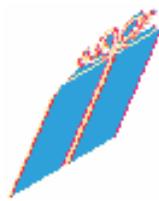


Fig. 5.8 Skew



This above blue box show in fig 5.8 is skewed 20 degrees horizontally. We can skew a selection both horizontally and vertically.

5.1.2.3.4 Rotate or flip

This menu helps us making mirror images of selections, either vertically or horizontally, and it also helps us in rotating an item 90 degrees.

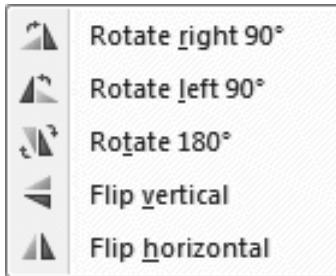


Fig. 5.9 Rotate or flip

Making a mirror image is easy if we are trying to draw anything that looks symmetrical. We have to just copy half of the picture, flip it and join it to itself.

- **Invert Color :** Another set of options are available if we **right** click on a selection we have made. It includes **Cut**, **Copy**, **Paste**, **Crop**, **Select all**, **Invert selection**, **Delete**, **Rotate** and **Resize**, the only one option that is available on this menu and nowhere else is **Invert color**. It helps in making a black mask with white lettering to create a fancy fill for text. Invert color always shows opposite color of our selection for e.g. if we select black color then use invert color, it will show as white color.

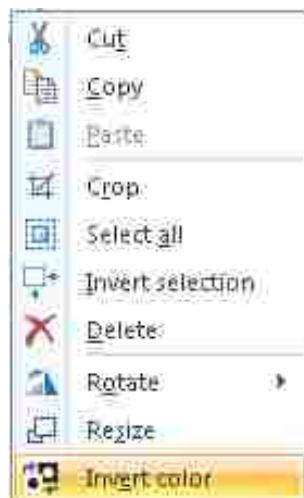


Fig. 5.10 Invert Color



5.1.3 The Tools Menu

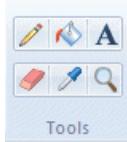


Fig. 5.11 Tools Menu

5.1.3.1 Pencil

The pencil tool is used for free-hand drawing, or it can be used for pixel-by-pixel editing in a zoom-in view.



Fig. 5.12 Pencil

When we work with the pencil tool, we must press the left mouse button to draw with Color 1 and with the right mouse button to draw with Color 2.

Note : Color 1 in Paint is referred to as the Foreground color, and Color 2 is the Background color of the picture. We can also change the pencil's thickness in the Size tab to 1, 2, 3 or 4 pixels or with the use of **ctrl + '+'** button to increase the size or **ctrl + '-'** to decrease the size.

5.1.3.2 Fill with Color

The Fill with color tool, is used to fill an area with **a single color**. Color 1 is used if we press the left mouse button on the area to be filled. Color 2 is used if we press with the right mouse button.



Fig. 5.13 Fill with Color

This tool does not work successfully if we are trying to color different shades of one color. The Fill with Color tool always fills with a solid color.

5.1.3.3 The Text Tool

Like earlier versions of Paint, The Text tool is used to insert our text.



Fig. 5.14 Text Tool



To begin inserting text, click on the text tool. Our cursor will change to an insertion bar. With this cursor, drag to draw a box that we think will be needed to hold our text. Now we must not click anywhere outside that box.

The **Text Toolbar** appears as shown in figure below :

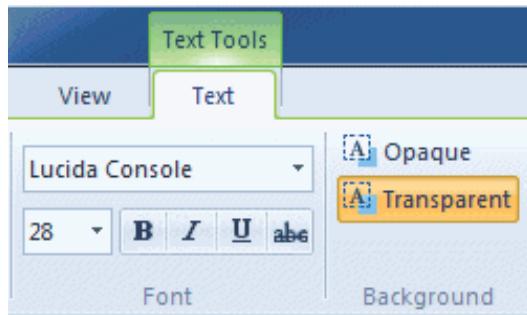


Fig. 5.15 Text Toolbar

Now we can type our text.

Formatting the text :

1. Select the text we have typed.
2. Click the down arrow at the end of the **Font Name** box, so that a list of fonts drops down.
3. Move your cursor – without pressing any mouse buttons up and down in the font list. As we do this, the appearance of the text we have typed will change accordingly. When we like what we see, click on the name of that font.
4. The font list will close.
5. We can repeat this process with the **Font Size** list also.
6. We can also click the **Background** from **Transparent** to **Opaque** or vice versa.
7. We can change both Color 1 and Color 2.

Note : If we hit the enter key at the end of our text, the box will expand downwards. We can also use the handles to move the text box across the page, pulling it wider on one side and pulling it in on the other. There is no way to align our text automatically to the centre, we can put our cursor to the left of the text and press the space bar as many times as necessary to centre align the text.





Fig. 5.16 Formatting the text

We can also type text in different colors, fonts and size, in the same text box. When we are making changes, only selected text will be affected. When we have completed editing of text, we can click anywhere on the page outside of your text box. After clicking away from the text box, the Text Toolbar disappears and the text becomes part of our picture. Now, it cannot be edited in any way.

5.1.3.4 The Eraser

The Eraser tool erases the part of a picture with the left button of the mouse pressed. It changes whatever is dragged across to the background color – Color 2



Fig. 5.17 Eraser

With the right button pressed, the eraser tool changes pixels of Color 1 to Color 2, but leaves everything else unaffected. We can resize our eraser with the help of **ctrl + '+'** button or **ctrl + '-'** button.

5.1.3.5 The Color Picker

The Color Picker Tool is used to set the current foreground or background color and to match any color in our picture. It's especially useful when colors in the picture are different from those on the palette. By picking a color from the picture, we can make sure that we are using the color we want when drawing in Paint, so that our colors match.



Fig. 5.18 Color Picker

For example we are zoomed in and working with the Pencil tool on an area that has many shades of red, and we want to use one of those shades. Click the Color Picker and click directly on the shade of red that we want to use. The tool will immediately change back to the Pencil, loaded with the color we want.



5.1.3.6 The Magnifier

The Magnifier Tool is used to zoom in on a section of our picture. Magnifier can be clicked over an area of which we want a closer view. The Left click gives a closer view and Right click zoom out.



Fig. 5.19 Magnifier

5.1.4 Brushes

We can work in various widths and textures with the help of Brushes. Widths are controlled by the brushes and the Size Tool together; textures are controlled by the brushes.



Fig. 5.20 Brushes

In the figure shown below lines are drawn with each of the offered brushes, using the same color and the same line width for each.



Fig. 5.21 Lines are drawn with Brushes

5.1.5 Shapes

In the Shapes Gallery, along with Rectangles, Rounded Rectangles, Ellipses and Freehand Polygons, the Line Tool and the Curved Line Tool



can also be seen. There are number of other shapes such as arrows, speech balloons, various stars and others are also included.

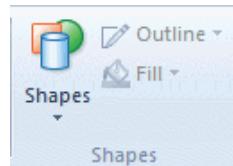


Fig. 5.22 Shapes

We can open the **Shapes Gallery** by clicking the down arrow under the Shapes picture and click the shape we want to draw.

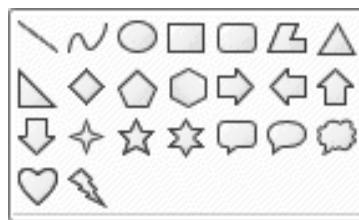


Fig. 5.23 Shapes Gallery

- **Straight Lines** : Straight lines can be drawn while the left mouse button is pressed and will use Color 1, those drawn with the right button will use Color 2. Line will be perfectly straight, If we hold down the Shift key while drawing a line.
- **Curved Lines** : Click the Curved Line button to draw a curve. Click the Outline button and choose Solid Color or a texture of your choice. Then click under the Size picture and choose a line thickness.

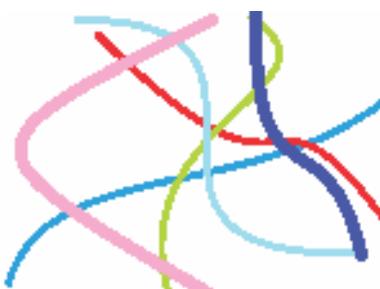


Fig. 5.24 Curved Lines

- **Ellipses, Rectangles, Circles and Squares** : If we want to draw an exact shape such as a square or a circle, hold the Shift key while we draw.
- **Freehand Polygons** : To draw a freehand polygon, click the Polygon button in the gallery. Hold a mouse button down and draw the



first line of the polygon. Then release your mouse button and click where you want the next line to end. Keep clicking end points until we want the last line to finish the shape, then double click

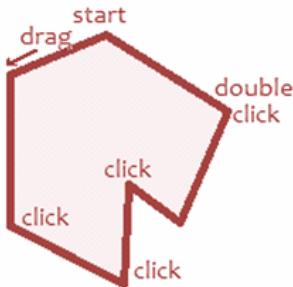


Fig. 5.25 Freehand Polygons

5.1.6 The Size Tool

This tool becomes active only **after** we choose either a Brush or a Shape. After selecting our Brush or Shape we will find down arrow under **SizeTool** and can choose a line thickness. The line thicknesses offered vary according to the brush we have chosen.



Fig. 5.26 Size Tool

5.1.7 Colors

The Color section of the ribbon has three parts :

1. Boxes showing the active colors – Color 1 and Color 2,
2. The Color Palette
3. The Edit Colors button

1. The Color Boxes :



Fig. 5.27 Color 1 selected in Color Boxes



Fig. 5.28 Color 2 selected in Color Boxes

→ **Color 1** is the **Foreground Color**, and is always black when we open Paint.



- **Color 2** is the **Background Color**, and is always white when we open Paint.

2. The Color Palette : The two top lines of the Color Palette show all the colors available whenever we are making a picture. The line of blank squares at the bottom shows those colors, we have edited **during our work**. Once Paint is closed, the edited colors vanish away.



Fig. 5.29 Color Palette

3. Edit Colors : The Edit Colors button takes us into the Edit Colors dialogue box.



Fig. 5.30 Edit Colors

The Edit Colors dialogue box is shown in figure below :

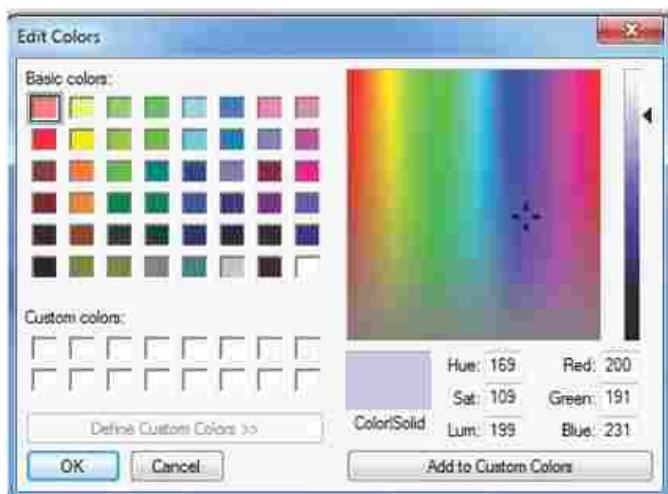


Fig. 5.31 Edit Colors

Here we can click any color on an extended palette and click the Add to Custom Colors button. Here only one color will be added to the squares under the palette. To add more colors, we must return to the dialogue box and add them one at a time.



5.2. View Tab Ribbon

The following section explains the View Tab Ribbon. It has three main options : Zoom, Show or hide and Display.

5.2.1 Zoom

Zooming in and out can be used alone or in conjunction with the Zoom Tool on the Ribbon or the slider on the Status Bar. **Zoom in** and **Zoom out** tools can be clicked repeatedly to get a closer or more distant view. The **100% option** brings us back to normal view of the picture.

5.2.2 Show or Hide

This portion of the View Tab Ribbon includes :

- ➡ The **Show or Hide** option for the **status bar**. The status bar is very useful while drawing pictures precisely.
- ➡ **Gridlines** are convenient if we want to align shapes accurately.
- ➡ **Rulers** can be turned on or off as per our requirement.

5.2.3 Display

On the **Display** section, we can click for **Full Screen View**. We can also get a Full Screen View by hitting F11. We can **come back to a normal view by pressing the Esc key**.

- ➡ **Thumbnail** is active only when we are zoomed in. It helps us seeing how changes, we have made are affecting our picture in normal view.

Points to Remember

1. Many of the tools we use in Paint are found in the Home Tab Ribbon
2. The clipboard menu has three options – **Cut, Copy and Paste**.
3. The top button, a diamond shape with a line through it is crop. It helps us crop to our picture so that only the selected area remains.
4. **The Eraser** tool erases the part of a picture with the left button of the mouse pressed.
5. Zooming in and out can be used alone or in conjunction with the Zoom Tool on the Ribbon or the slider on the Status Bar.



Exercise

1. Fill in the Blanks using the right option :

1. The clipboard menu has three options - Cut, Copy and
(1) Paste (2) Move (3) Close (4) Zoom
2. The top button, a diamond shape with a line through it is
(1) Paste (2) Cut (3) Copy (4) Crop
3. The tool can be used to draw pentagon.
(1) Triangle (2) Rectangle (3) Pentagon (4) Hexagon
4. The Eraser tool erase the part of a picture with the button of the mouse pressed
(1) Left (2) Right (3) scroll (4) None of these
5. Color 2 is used if we press with the mouse button
(1) Left (2) Right (3) scroll (4) None of these

2. Write down True or False :

1. Ellipse tool help us to draw a square.
2. Eraser tool is used for free hand drawing.
3. Brush tool is used to spray colors.
4. Drawing/Work area is place where you can draw pictures.
5. Text tool is used to add text in a picture.

3. Short Answer type Questions :

1. What is Home Tab Ribbon?
2. Write the name of main parts of Home Tab Ribbon
3. Write the name of tools available in Tools Menu
4. What is size tool?
5. Write about brushes



4. Long Answer type Questions :

1. Explains the section of View Tab Ribbon
2. Explain the parts of Color section in Home Tab Ribbon
3. Write about Resize and Skew option
4. What is Text Tool? How to Formatting the text
5. Write about shapes menu

5. Name the following tools :













Name the following Shapes :













