

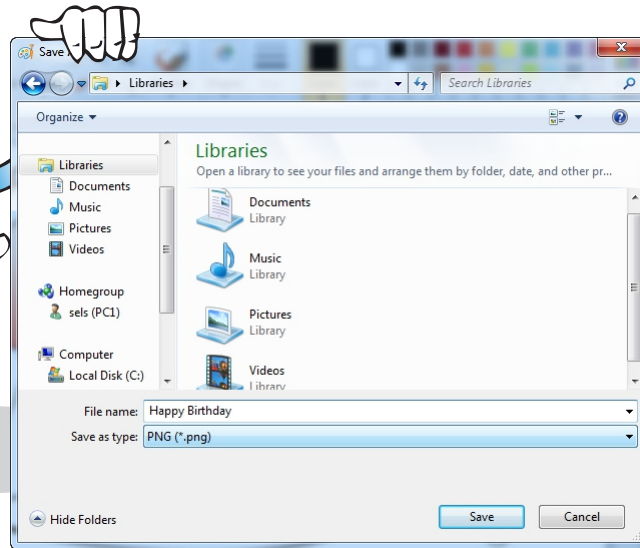
Lesson 20



Windows Usual Routine

Saving a Drawing in PaintBrush

You should save your drawing to store it for future use. This lets you later review and make changes to the drawing.

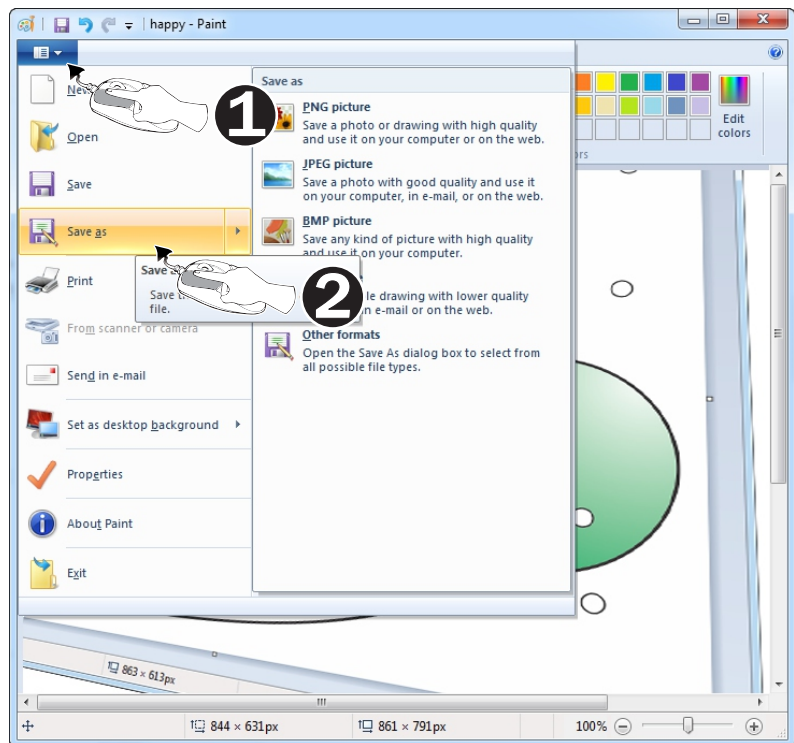


How to Save your Drawing

1. Move the mouse pointer over **File** and then press the left button.
2. Move the mouse pointer over **Save** and then press the left button.

The **Save As** dialog box appears.

Note: If you previously saved your drawing, the Save As dialog box will not appear, since you have already named the drawing.



Lesson 20

Windows Usual Routine

Saving a Drawing in Windows Paint

The **Save As** dialog box appears.

Note: If you previously saved your drawing, the Save As dialog box will not appear, since you have already named the drawing.

3. Type a name for your drawing.

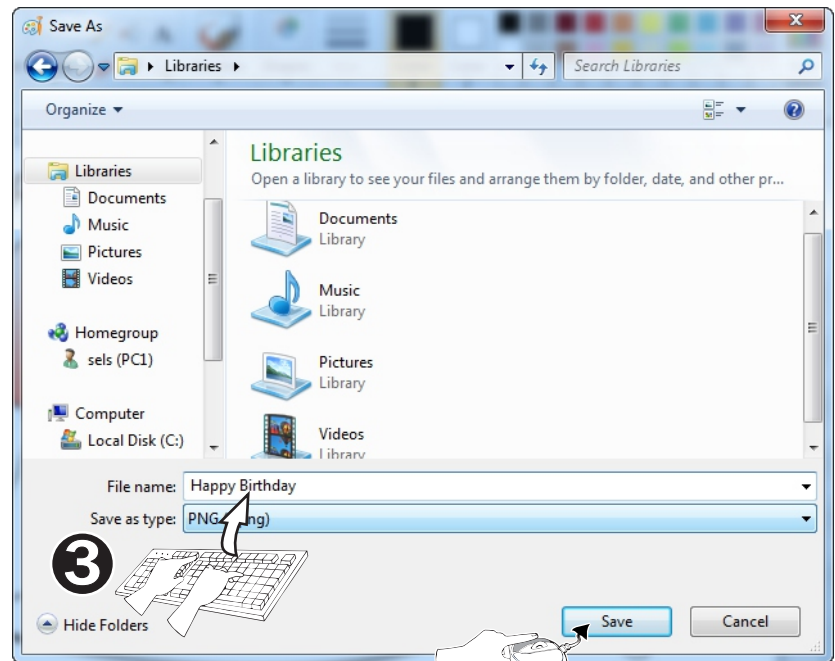
Note: You can use up to 255 characters to name your drawing. The name cannot contain the characters \ ? : * " < > and |.

4. Move the mouse pointer over Save and then press the left button.

Paint saves your drawing and displays the name at the top of your screen.

SAVE CHANGES

Note: To avoid losing your work, you should save your drawing every 5 to 10 minutes. To save changes, repeat steps 1 and 2.



Lesson 20


Windows Usual Routine

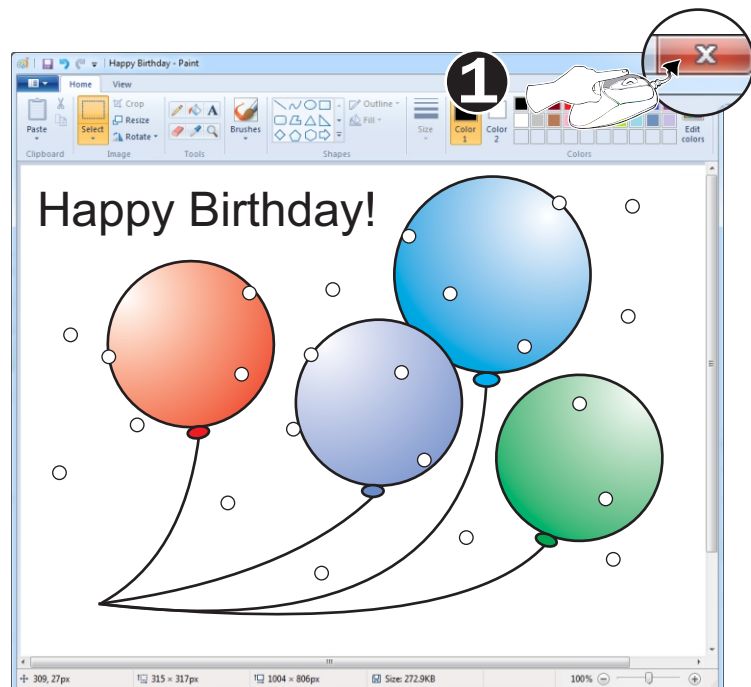
Departing from Paint

When you finish using Paint, you can readily exit it.



How to Exit from Paint

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

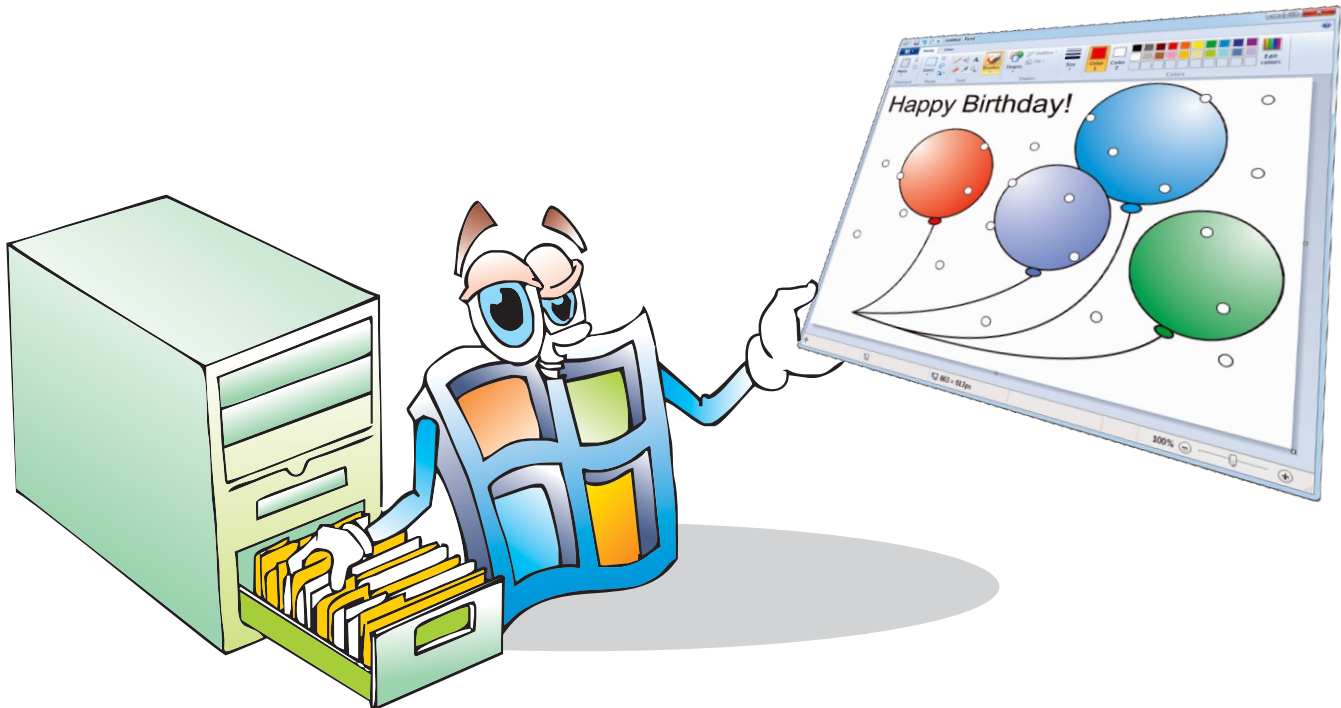


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Windows Usual Routine

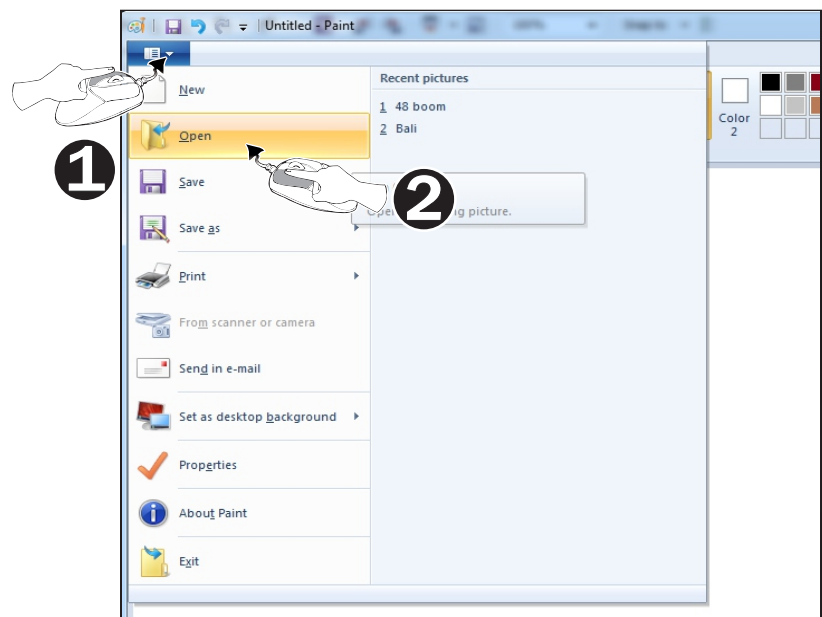
Opening a Drawing

You can open a saved drawing and display it on your screen. This lets you view and make changes to the drawing.



How to Open a Drawing

1. Move the mouse pointer over **File** and then press the left button.
2. Move the mouse pointer over **Open** and then press the left button.



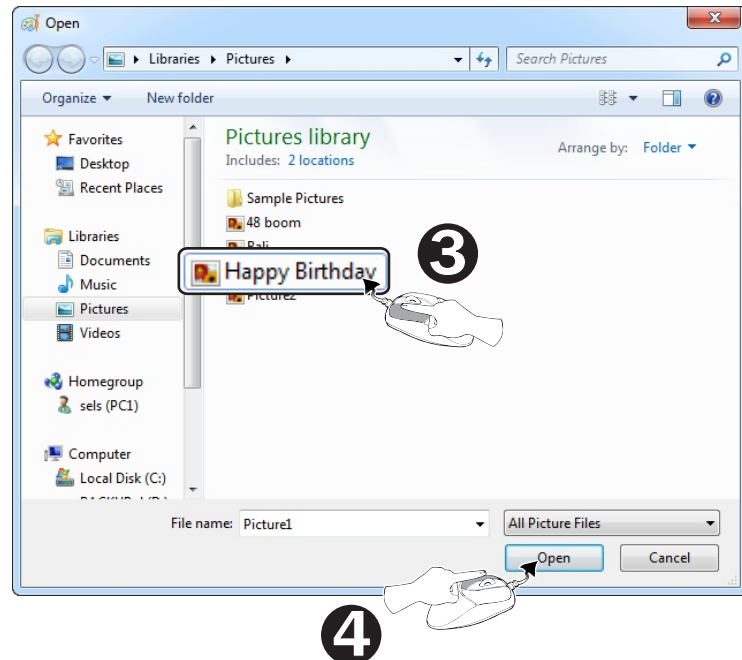
Lesson 20

Windows Usual Routine

Opening a Drawing

The Open dialog box appears.

3. Move the mouse pointer over the name of the drawing that you want to open and then press the left button.
4. Move the mouse pointer over **Open** and then press the left button.



Paint opens the drawing and displays it on your screen. You can now review and make changes to the drawing.



Lesson 20

Windows Usual Routine

Opening a Drawing

You can also open a saved drawing in another way.

1. Move the mouse pointer over **File** and then press the left button.
2. Move the mouse pointer over the name of the drawing that you want to open and then press the left button.

