

The background features three blue circles of varying sizes and three thin blue lines. One line connects the top-left of the largest circle to the top-right of the medium circle. Another line connects the top-right of the medium circle to the top-left of the smallest circle. A third line extends from the top-right of the smallest circle towards the bottom-right corner of the page.

# **MS Paint User Guide**

In Windows 8.1

This guide gives you a brief description to use MS Paint software, which is bundled with the operating system Windows 8.1.

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# Introduction

Microsoft (MS) Paint (formerly Paintbrush for Windows) is a computer graphic program that is bundled with all the versions of Microsoft Windows. This program creates and saves files in Windows bitmap, JPEG, GIF (without animation) formats. This is a simple tool to learn and use and its simplicity enchanted the users. Therefore, it became one of the most used applications rapidly in the early versions of Windows. It is still a simple and easy image manipulation program.

**Note:** MS Paint is not a drawing program. The fundamental concept of a graphic and a drawing differs in several manners. A graphic is composed of grid of dots (pixels), whereas a drawing is composed of lines and areas. MS paint enables you to draw a line or area but it doesn't allow you to enlarge it again with some measurement. If you insert any drawing into MS Paint, it loses its drawing components, such as lines or shapes.

# 1. Getting Started

The smart user interface of Windows 8.1 offers you easy accessibility to all the programs. So, this section of the guide helps you to find the MS paint program in Windows 8.1 and introduce you to the basic interface of **MS paint**.

## 1.1. Starting up MS Paint

There are several methods to start up MS Paint in Windows 8.1. A few of them are mentioned below:

### 1.1.1. Basic Method

To start MS paint in Window 8.1, follow the below-mentioned steps:

1. Click the **Start** button on the left corner of the taskbar.
2. Select option **All apps** at the bottom right corner.
3. To start the program, find and click the **MS Paint** button in the accessories category.

### 1.1.2. Smart Method

You can also use a smarter method to access the MS paint. Windows 8.1 is a very smart OS to find all the installed programs on your computer easily. If you are a frequent user, you can always start up the program by searching it with the help of in build Search bar in Windows 8.1.

1. Scroll the mouse pointer over the right edge of the screen from top to bottom.
2. You can see the ribbon where the search button is located at the top as the first option.
3. Click the search button to find the search bar.
4. Write Paint in the search bar.
5. Select **MS paint** on the list of suggestions.

**Note:**

- It's always better to add the shortcut for frequently used program(s).
- To create a shortcut of the icon, right-click the MS Paint icon> **Pin to taskbar**.
- For more information related to the Windows 8.1 shortcut creation feature [click here](#).

## 1.2. Look and Interface

It is always better to be aware of the basic interface and navigation of a program before working. Once you access the MS paint, you can see the window as shown in Figure 1. The details are mentioned below with numeric references.

1. Quick access bar.
2. Menu bar.
3. Ribbon area.
4. Drawing area (canvas).
5. Status bar.

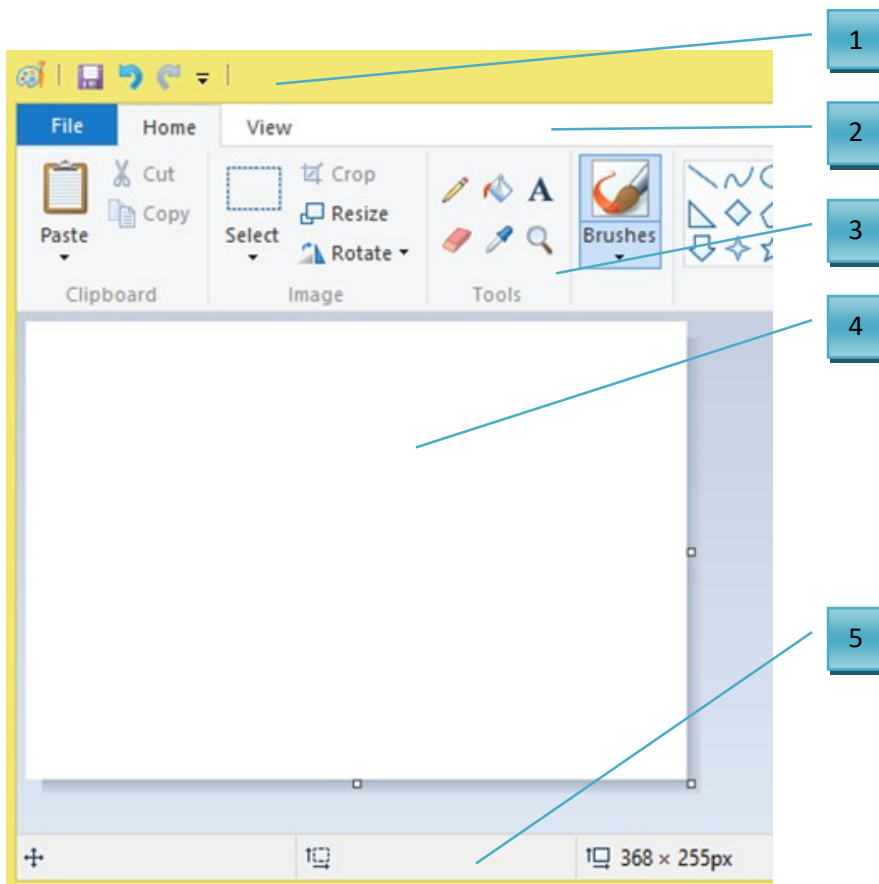


FIGURE 1:  
LAYOUT

## 2. Fundamentals

Before you start working, you must understand that MS Paint is not a drawing tool i.e. once an object (line or shape) is created, it cannot be resized. For example; if a line is drawn, you cannot lengthen or resize it. This is the major difference between MS paint and another drawing application(s). In case any drawing is imported to MS paint, it cannot withstand its editable elements and the drawing is converted to the graphic.

MS Paint does not allow you to edit the behavior of drawn elements. Nevertheless, you can use **Ctrl + Z** shortcut to undo the changes if you made a mistake while drawing an element. You must be extra vigilant while drawing object(s) on MS paint about the size and shape of the newly inserted object(s). Further, the shapes cannot be moved independently of its surroundings, neither the order of the object(s) can be changed.

### 2.1. Canvas

This is the actual drawing area where you can draw or edit an image. It consists of a fine grid of pixels. It's always recommendable to select the size of the canvas before you start working on it to avoid unnecessary changes to the file.

#### 2.1.1. Setting the Canvas Size


To set the canvas size, follow the below-mentioned steps:

1. Roll over the mouse cursor to the canvas handle(s).

**Note:** Canvas handles are located at the right side, bottom side, and the bottom-right corner of the canvas.

When you move your cursor outside of the canvas, it appears the same as the default arrow. While rolling over the mouse cursor through canvas handles, it becomes two-headed arrows.

2. Click the mouse button over the canvas handle(s) and hold down.
3. Drag the cursor to resize the canvas (inward or outward).
4. Release the mouse button once when you finish resizing.

**Note:** While resizing the canvas, you can check the pixelated size of the canvas at the status bar where  this icon appears.

### 2.1.2. Setting the Canvas Size Precisely

It's always not that easy to set up the canvas size if you want to resize it with more accuracy. MS paint allows you to resize the canvas with an accurate measurement of your choice. To resize the canvas precisely follow the below steps:

1. Click the **File** button located left side of the menu bar.
2. Click the **Properties**.
3. The **Image Properties** window appears as shown in Figure 2.
4. Under the column **Units**, selects the unit of resizing.
5. Enter the **Width** and **Height** of the canvas as per your requirement.
6. Click **OK**.

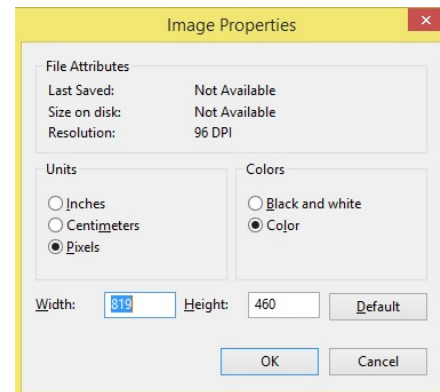


FIGURE 2: PROPERTIES

## 2.2. Essentials

Before you start drawing any object through MS paint, you should set up some essentials.

### 2.2.1. Setting the Foreground and Background Colors

MS paint consists of a feature that enables you to select the foreground (the main pencil color) and the background (the eraser color). Foreground color can be accessible with left click whereas background color is accessible through the right-click.



FIGURE 3: COLOR  
PALETTE

You can find the 2 color palettes located at the ribbon under the **Colors** toolbar. **Color 1** is the foreground color and **Color 2** is the background color. Follow the below steps to select foreground and background colors:

1. Select the **Color 1** (foreground) button and select the color of your choice available in color square boxes located adjacent to the **Color 2** button.
2. Repeat the same procedure to select the background color while the **Color 2** button is selected.

### 2.2.2. Adding Quick Access

While working with a file, it's good to have a few quick accesses to the frequently used tools.

1. To add any tool to the quick access bar right-click the tool icon and select **Show quick access toolbar**.
2. To move the Quick Access toolbar either above the Ribbon, right-click the quick access toolbar and select **Show quick access toolbar above the Ribbon**.
3. Repeat the same process to move the Quick Access Toolbar below the Ribbon.

## 2.3. Saving a File

1. To save a paint file, go to the **File** menu at the top-left corner and select **Save**.

**Note:** Or use keyboard shortcut **Ctrl + S**.

2. Enter the filename in the **File name** bar and click the **Save** button.

**Note:** By default, MS paint saves the file in .PNG format. If you wish to save the file in another image format, you can select them through the drop-down list of **Save as type**, which is located just below the **File name** bar.