

## Using the Paint program.

To open Paint:

- Click Start, Programs, Accessories, Paint.  
Paint opens with a new image file.

Now, we can either play and draw pictures, or we can do some Photo editing in a small way.

### To draw pictures:

1. Selecting the tool you want to use!

Just click one of those tool buttons on the left,

From the top left is the

Free form selector,	Select (rectangle)
Eraser,	fill with color
Pick color,	Magnifier
default = <u>Pencil</u> ,	Brush
Spray can,	Text locator
Line,	Curve
Rectangle,	Polygon
Ellipse,	Rounded Rectangle

2. Bring your pointer to the Canvas, left click and hold, as you are drawing lines, circles, rectangles, ovals, etc. etc. Remember, use your left mouse button, just, as you would use a pen or brush. Put it on the paper or canvas when writing or drawing. Take it up when done.
3. Notice the color pallet on the bottom? Just push on of those buttons, and your tool will produce that color.

Demonstration:

## **To edit and work on a photo:**

1. Click File, Open  
Find the picture you want to work on.  
Click the picture file!  
Is it too big for your screen?  
Or too big to work on? Resize the picture!
2. To Resize a Picture:  
Click IMAGE, STRETCH/SKEW  
The window opens, fill the % you want to decrease the picture by and click OK.
3. Now, try some of the commands in your edit pull down menu.  
For instance, If You want to crop or separate two Pictures  
You've gotten on one sheet!
  - a. First you have to use one of the selectors and select the area where you want to do something.  
Click the rectangle selector button.  
go to Your picture sheet, click and hold, while drawing a rectangle around the one picture .
  - b. Go to EDIT, CUT  
Now the one You cut, is on the clipboard to be pasted later.
  - c. Go to FILE, NEW  
a flag asking if you want to save the page as is now, click NO A new blank page is open!  
Click PASTE from the edit menu! The first Picture is done!
  - d. Save it as: with a new file name in the same or some other folder. Do the same thing with the next picture! And you'll have two separate pictures.