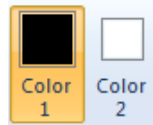




# Microsoft Paint

## What is Microsoft Paint?

Paint is a simple graphics program included with all versions of MS-Windows. The application opens and saves in many file formats (BMP, JPEG, GIF, PNG, and TIFF), both in color mode or black-and-white (2-color) mode.



### Foreground/Background Color

The color with which any tool draws is called the foreground color ("Color 1"). The background color ("Color 2") is either the color the eraser tool "paints" or an object fill color.

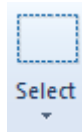
## Open/Create

To open or create an image within Paint do one of the following:

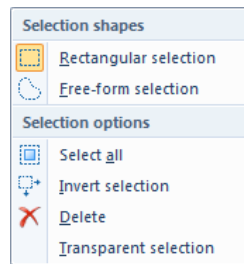
- Click the **Paint** button and then click **Open**. Locate and then double-click on the desired file.
- Drag and drop an image file directly on Paint's drawing area.
- Right-click on the drawing area and select **Paste** from the shortcut menu to paste a copied image.

## Select

Use the **Select** tool to select part of the picture that you want to change.



1. On the Home tab, in the Image group, click the **down arrow** under **Select**.
2. Do one of the following:
  - To select any square or rectangular part of the picture, click **Rectangular selection**, and then drag the pointer to select the part of the picture you want to work with.
  - To select any irregularly shaped part of the picture, click **Free-form selection**, and then drag the pointer to select the part of the picture you want to work with.
  - To select the whole picture, click **Select all**.



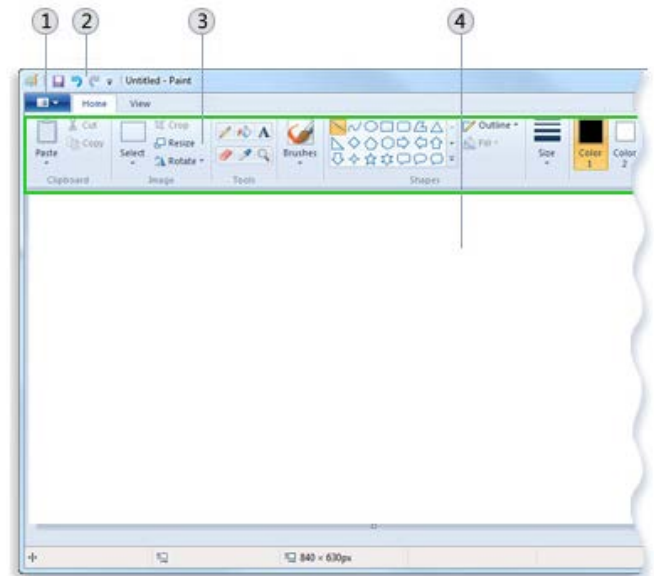
## Crop



1. Select the portion of the image you wish to keep.
2. In the Image group, click **Crop**.  
*To save the cropped picture as a new file, click the Paint button and select **Save as**.*

## Copy (part of) Image

1. Select part or all of the image.
2. Press **[Ctrl]-[C]**.
3. Switch to another application (Word, Outlook, etc.) and press **[Ctrl]-[V]** to paste.



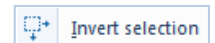
- 1 Paint button
- 2 Quick Access Toolbar
- 3 Ribbon
- 4 Drawing area

The Paint window

## Reverse Selection

To select everything in the picture except for the currently selected area:

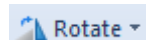
1. Select portion of the image.
2. Click **Invert selection**.



## Delete Selection

1. Select portion of the image.
2. Do one of the following:
  - Press **[Delete]** on the keyboard.
  - Click the down arrow under **Select**, and then click **Delete**.

## Rotate



1. Do one of the following:
  - To rotate the whole picture, on the Home tab, in the Image group, click **Rotate**, and then click the rotation direction.
  - To rotate an object or part of a picture, select an area or object, click **Rotate**, and then click the rotation direction.

## Undo

- Click the **Undo** button to undo last action.



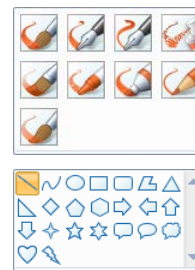
## Erase

1. On the Home tab, in the Tools group, click the **Eraser**.
2. Click **Size** and, from the drop-down, select an eraser size (width).
3. Drag the eraser over the area of the picture that you want to erase. Any areas that you erase will reveal the background color (Color 2).
4. Do one of the following:
  - To rotate the whole picture, on the Home tab, in the Image group, click **Rotate**, and then click the rotation direction.
  - To rotate an object or part of a picture, select an area or object, click **Rotate**, and then click the rotation direction.



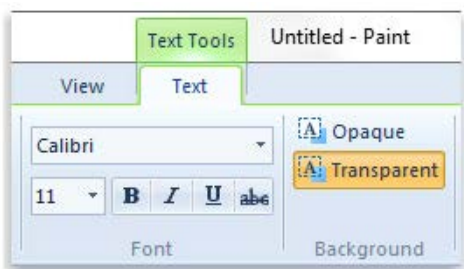
## Draw

1. Select a drawing tool (e.g. Pencil, Brushes, Shapes, etc.)
2. *Optional:* Select **Color 1** (line) and/or **Color 2** (fill) and then select a color from the palette.
3. *Optional:* Select an **Outline** and/or **Fill**.
4. *Optional:* Click **Size** and, from the drop-down, select a size (width).
5. Click and drag in the Drawing area.



## Text

1. Click the **Text** tool.
2. Drag the pointer in the drawing area where you want to add text.
3. Click the font face, size, and style in the Font group (Text Tools > Text tab).



The Font group

4. Click **Color 1** (Colors group), and then click a color.
5. Type the text that you want to add.
6. *Optional:* If you want the background of the text area to be filled, click **Opaque** (Background group), then click **Color 2** (Colors group) and click a background color.

## Resize

1. Click **Resize** (Home tab > Image group).
  2. Verify **Maintain aspect ratio** box is checked.
  3. Select either **Percentage** or **Pixels**.
  4. Change either the **Horizontal** or **Vertical** value and then click **OK**.
- To save the cropped picture as a new file, click the **Paint** button and select **Save as**.

## Match a Color

1. Select the **Color picker** tool.
2. Move the mouse pointer over the desired color in the image and do one of the following:
  - Left-click to select as Color 1 (foreground)
  - Right-click to select as Color 2 (background)



## Remove part of an image

1. Using the **Color picker** tool, right-click on the background color of the image (in the drawing area).
2. If necessary, use the **Magnifier** tool to zoom in.
3. Select the **Eraser** tool and, if necessary, change the **Size**.
4. Carefully replace the image.

## Zoom

1. Select the **Zoom** tool.
  2. Do one of the following:
    - Left-click on the image to zoom in
    - Right-click on the image to zoom out
- Note: You can also use the Zoom buttons on the View tab.*



## Change File Format

1. Click the **Paint** button.
2. Point at **Save as** and select a file format.
3. Select location, type a filename and then click **Save**.

