

MS PAINT HELP!

Note: Always introduce the paint program by teaching students about the undo option.

To undo changes

1. On the Edit menu, click Undo.
2. To undo previous changes, click Undo again.

Note: Users may undo up to three changes.

To copy and paste

1. Select the area to be copied by clicking  (for rectangular area) or  (for irregular-shaped area) in the tool box and pointing, clicking, and dragging the cursor (flashing line) to define the area.
 - o Click  to insert transparently.
2. On the Edit menu, click Copy.
3. On the Edit menu, click Paste.
4. Point, click, and drag the selection to the desired location.
5. To remove the selection box, click outside it.

To erase a small area

1. Click  in the tool box.
 - o To use a smaller or larger eraser, click a shape at the bottom of the tool box.
 - o The selected background colour shows what colour the eraser will leave behind. To change the background colour, use the right mouse button and select a colour.
2. Point, click, and drag the mouse pointer over the area to be erased.

To erase a large area

1. Click  (for rectangular area) or  (for irregular-shaped area) in the tool box, and drag the mouse pointer to select the area to be erased. The current background colour will be used to fill the cleared area.
2. To select a different background colour, click a colour in the colour box with the right mouse button.
3. On the Edit menu, click Clear Selection.

To display grid lines

1. On the View menu, point to Zoom, and click Custom.
2. Select a Zoom To size of 400%, 600%, or 800%, and click OK.

3. If grid is not showing, then go to the View menu, point to Zoom and click Show Grid.

To flip or rotate a picture or object

1. Click  (for rectangular shaped area) or  (for irregular-shaped area) in the tool box, and drag a box around the object or area to be flipped or rotated.
2. On the Image menu, click Flip/Rotate.
3. Select the desired option.

To stretch or skew an item

1. Click  (for rectangular shaped area) or  (for irregular-shaped area) in the tool box, and point, click, and drag a box around the item to be changed.
2. On the Image menu, click Stretch/Skew.
3. Enter the percentage to be stretched or the degrees to be skewed.

To fill an area or object with colour

1. Click  in the tool box.
2. Click a colour from the colour box, and click inside the object.
3. If the shape being filled has any breaks in its border, then the filling colour will leak through to the general drawing area.
4. To find and close the opening, click View, point to Zoom, click Large Size or Custom, and draw-in the break.

To paint with a brush

1. Click  in the tool box.
2. Choose a brush shape from the bottom of the tool box.
3. Click a colour from the colour box.
4. Position, click, and drag the mouse pointer to paint.

To create an airbrush effect

1. Click  in the tool box.
 - To change the size of the spray area, click a spray size from the bottom of the tool box.
 - To choose the spray colour, click a colour from the colour box.
2. Position, click, and drag the mouse pointer to spray.

To change the colour of an existing line

1. Click  in the tool box.
2. Click a different colour in the colour box.

3. Position the paint cursor (flashing line) so that it is touching the line and click.
4. To ensure changes in the line colour and not the surrounding area, click View, point to zoom, and click Large Size.

To copy colour from one area or object to another

1. Click  in the tool box.
2. Click the object whose colour is to be copied.
3. Click the object or area to be changed.

To draw a straight line

1. Click  in the tool box.
 - o To choose the width of the line, click a line width from the bottom of the toolbox.
 - o To choose the colour of the line, click a colour.
2. To draw the line, position, click, and drag the mouse pointer.
3. To draw a perfectly horizontal, vertical, or 45-degree diagonal line, press and hold the **[Shift]** key while dragging the mouse pointer.

To draw a free-form line

1. Click  in the tool box.
2. To draw the line, position, click, and drag the mouse pointer.

To draw an ellipse or circle

1. Click  in the tool box.
2. Click a colour from the colour box for the shape's outline.
3. To draw an ellipse, position, click, and drag the mouse pointer diagonally.
4. To draw a perfect circle, press and hold the **[Shift]** key while dragging the mouse pointer.

To draw a rectangle or square

1. Click  in the tool box to create a square-cornered shape, or click  to create a round-cornered shape.
2. Click a colour from the colour box for the shape's outline.
3. To draw a rectangle, drag the mouse pointer diagonally in the desired direction.
4. To draw a square, press and hold the **[Shift]** key while dragging the mouse pointer.

To draw a polygon

1. Click  in the tool box.
2. Click a colour from the colour box for the polygon's outline.
3. To draw the polygon, position, click, and drag the mouse pointer and click at each corner.
4. To use only 45- and 90-degree angles, press and hold down the **[Shift]** key while dragging the mouse pointer.

To type and format text

1. Click  in the tool box.
 2. To create a text frame, position, click, and drag the mouse pointer diagonally.
 3. To select a font, size, and style, on the View menu, click Text Toolbar. Click the desired font, size, and style.
 4. Click inside the text frame, and type the text.
 5. Move or enlarge the text frame as needed.
 6. To change the colour of the text, click a colour in the colour box.
- Note: When cursor (flashing line) is outside the text box, the text becomes part of the page and can only be erased by using the eraser tool or by clicking in the tool box and using the delete key.

To print a picture

1. On the File menu, click Print.
To view completed picture before printing, click the File menu, and select Print Preview