Microsoft® Windows Paint User's Guide

Version 1.0

Microsoft Corporation

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Additional Information

Setting the Canvas Size Option in Windows Paint

Microsoft Windows Paint includes two options in the Options Menu that allow you to set the canvas size to accommodate either the screen or the printer.

If you plan to directly print the pictures you create, choose the For Printer option. If you create pictures that you wish to transfer to another Windows application (or you do not have a printer), choose the For Screen option. Once you set the option and draw on the canvas, you cannot change the setting unless you choose the New command, or open another canvas.

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Introduction

Microsoft® Windows Paint is a drawing tool designed for use with Microsoft Windows. With Paint you can create, enhance, save, and print artwork.

Paint is a useful drawing tool

Paint helps you create art that best suits your needs. Whether you're creating flow charts or freehand illustrations, you will find just the tools you need on Paint's Tools and Shapes Palette. Special commands such as Zoom In, Copy, and Invert make it easy to enhance your work. You can even transfer text and graphics from other programs to Paint for easy alteration and enhancement, or create Paint graphics to use in other applications, such as Cardfile.

That's easy to use

You needn't memorize complex commands or instructions. With Paint you can create art as quickly as you can point with a mouse or press a key.

About This Guide

This guide shows you how to get started with Paint and provides a quick reference to Paint's tools, shapes, and commands. Once you understand these basics, you'll be able to experiment with Paint on your own.

Using this guide

- Chapter One, "Getting Started," tells you how to start Paint and introduces you to basic Paint operations.
- Chapter Two, "Learning More," gives step-by-step instructions on adding shapes and text to your canvas. This chapter also introduces editing commands.
- Chapter Three, "Tools and Shapes Summary," describes Paint's tools and shapes.
- Chapter Four, "Command Summary," describes the function and use of each Paint command.
- Appendix A, "Special Key Actions," describes how to use the CONTROL and SHIFT keys to modify certain Paint operations.
- Appendix B, "Using Paint with the Keyboard," lists the keyboard command structure for users who have no mouse.

Preliminaries

Before using Paint, become familiar with your computer, its operating system, and Microsoft Windows. If you have questions about these basics, refer to the appropriate user's guide for more information.

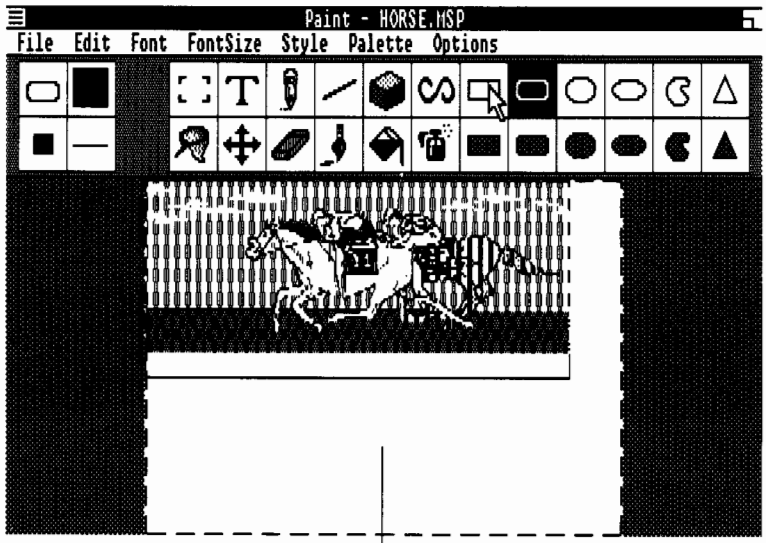
Next

To gain maximum benefit from this guide, read "Some Definitions" and "Making a Work Disk." Then read the first two chapters of the manual to become acquainted with some of Paint's tools.

Some Definitions

The following definitions may be helpful as you begin to use Paint:

- The *canvas* is the entire area available for a drawing, and matches the maximum printable surface area of your printer.



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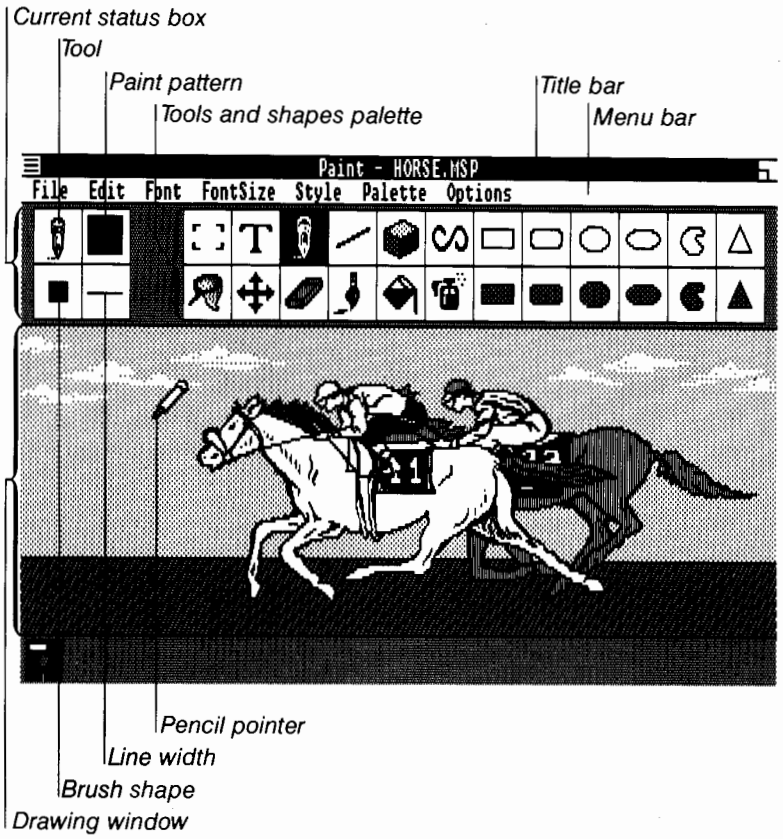


- The *drawing window* frames the portion of a canvas that appears on the screen.
- The *title bar* contains the title of your canvas.
- The *menu bar* contains the names of Paint's command menus.
- The *tools and shapes palette* contains the implements you use to draw and refine your artwork.
- The *current status box* shows the tool, paint pattern, brush shape, and line width that Paint will use when you draw.
- The *pointer* is the indicator you use to select menus, commands, tools, and shapes. The pointer changes shape in the drawing area whenever you pick up a tool or use a shape.
- The term *drag* means to press the mouse button while moving the mouse on a flat surface.

Making a Work Disk

If you're using a two-drive system, make a work disk for your Paint program before beginning your Paint session. You will be able to store several Paint canvasses on this disk — far more than you could on a disk containing other files. To create a work disk:

1. Start Windows.

   The MS-DOS® Executive window appears on your screen.
2. Put a blank disk in drive A.
3. Format it by choosing Format Data Disk from the MS-DOS Executive's Special Menu. When the dialog box appears, select drive A and click the OK button.
4. Put the Windows Desktop Applications disk in drive A. This disk contains your Paint program.
5. Select the drive A icon in the MS-DOS Executive window to display the directory listing.
6. Select PAINT.EXE from the directory listing.
7. Choose the Copy command from the File Menu and type *B:* in the second text box.
8. Put the newly formatted disk in drive B.
9. Choose the OK button to copy the file.

1 Getting Started

This chapter contains the essential information you need to

- Start Paint
- Choose a drawing tool
- Sketch a drawing on a canvas
- Erase mistakes
- Save a canvas
- Use Paint's palettes
- Print a canvas
- Quit Paint

Although Paint is designed for use with a mouse, it can also be used from the keyboard. See Appendix B, "Using Paint with the Keyboard," for information on this method.

Starting Paint

Before starting Paint, you need to install Microsoft Windows with the Setup procedure. Refer to the *Microsoft Windows User's Guide* for more information.

Starting Paint on a Two-Drive System

Starting Paint

1. Start Windows.
2. Insert your Paint work disk into drive A.
3. Select drive A from the drive icons in the MS-DOS window.
4. When the directory listing for drive A appears, point to PAINT.EXE.
5. Double click the mouse button.

Starting Paint on a Hard Disk System

1. Start Windows in your Windows directory. The file PAINT.EXE should appear in the directory listing. If it doesn't, change directories to the directory containing it.
2. Point to PAINT.EXE.
3. Double click the mouse button.

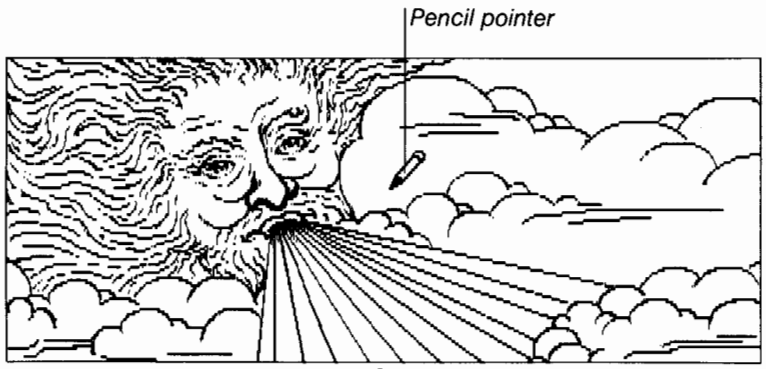
Paint creates an untitled canvas and opens the drawing window over it.

Drawing

You can make simple sketches using Paint's Pencil.

Drawing with the Pencil

1. Move the pointer into the drawing window.
2. Drag the Pencil within the drawing window to sketch, for example, Old Man Winter.



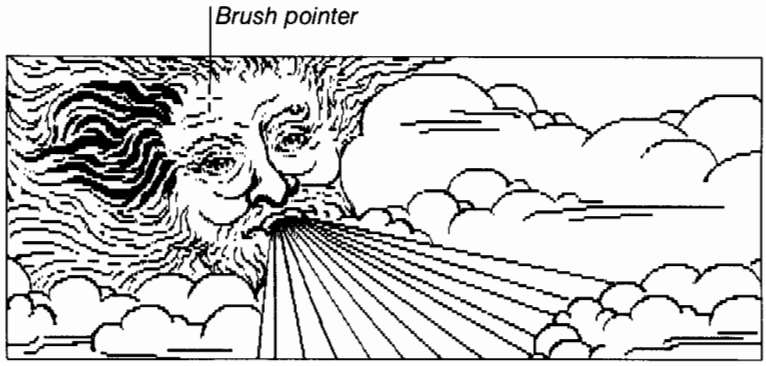
Selecting Another Drawing Tool

To modify your artwork, pick up another drawing tool from the tools and shapes palette and use it on your canvas.

Picking up the Brush

1. Move the pointer onto the Brush.
2. Click the mouse button.

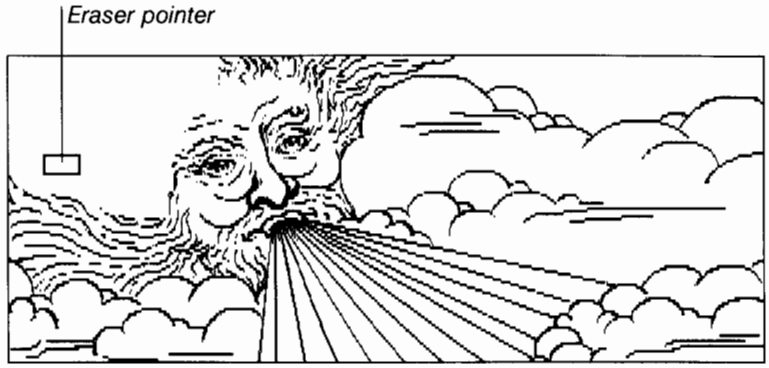
   The Brush appears in the current tool status box.
3. Move the pointer into the drawing window.
4. Drag the pointer to give Old Man Winter dark hair.



You can erase mistakes and parts of the drawing that you no longer want by using the Eraser.

Using the Eraser

1. Pick up the Eraser.
2. Drag the Eraser pointer to erase some of Old Man Winter's hair.



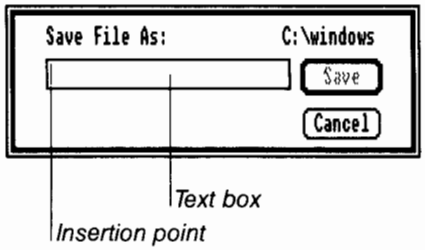
Saving a canvas

Saving a Canvas

Use the Save As command to save the contents of your canvas.

1. Select the Save As command from the File Menu.

   A dialog box prompts you to name your canvas. The text box is empty because your canvas is untitled.



2. Type a name for your canvas. Paint adds an .msp extension if you don't provide one.
3. Click the Save button.

The Save As command writes the contents of your canvas to your disk.

Once you have created Paint files that have an .msp extension, you have a new way to start Paint: just double click the .msp filename in the MS-DOS Executive window; both Paint and the file will be loaded.

Using Paint's Palettes

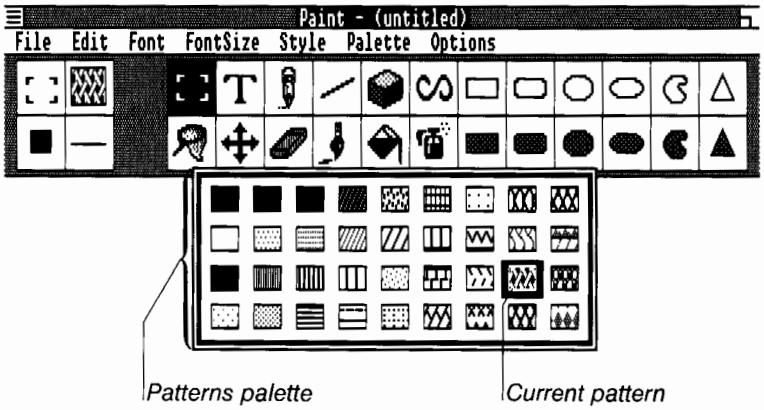
You specify Patterns, Line Widths, and Brush Shapes in Paint by making selections from the Palette Menu.

For example, to change the current Paint pattern:

Using palettes

1 Select Patterns from the Palette Menu.

The pattern palette appears in the drawing window, with the current pattern highlighted.



2 Click the pattern you want.

The pattern palette vanishes and the new pattern appears in the current pattern status box.

Once you bring a palette to the screen, you must make a selection before you can return to your canvas. If you decide not to change the selection, just click the item currently highlighted.

Printing

Use the File Menu's Print command to print a Paint canvas. Make sure your printer is connected and turned on.

Printing a canvas

▣ Choose Print from the File Menu.

Paint prints your canvas.

The orientation of your canvas on your printer depends on the printer setup. You use the Setup Menu in the Control Panel to adjust printer setup. See the *Microsoft Windows User's Guide* for more information.

Quitting Paint

Use the System Menu's Close command to end a Paint session and close the drawing window.

Quitting

▣ Choose Close from the System Menu.

If your canvas has changed, Paint prompts you to save the changes before quitting.

2 Learning More

This chapter shows you how to add shapes, text, and patterns to your canvas. You will also learn to use Paint's selection tools and several of Paint's editing commands.

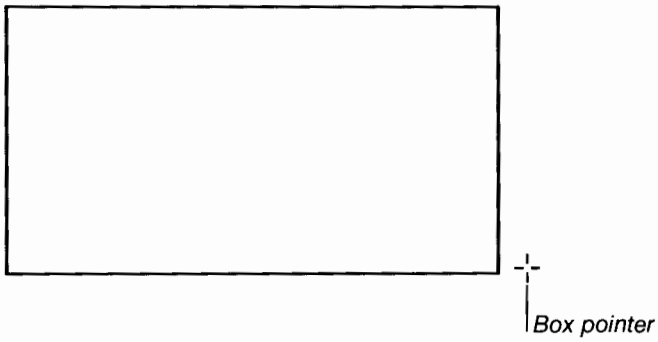
Drawing Shapes

Suppose you want to make the legend for a weather map.

Drawing a box

1. Pick up the Box tool.

   When you move the pointer to the drawing window, it becomes a cross.
2. Press and hold the mouse button to mark a corner, then drag the cross diagonally to create a legend box.

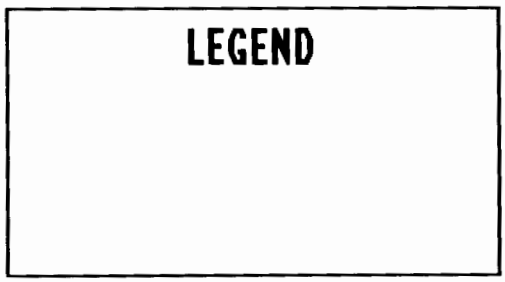


Adding Text

Use the Text tool to add text to the legend.

Adding text

1. Pick up the Text tool and move the pointer into the drawing window.
2. Click to mark where you want your text to begin.
3. Type the heading *LEGEND* near the top of the box.



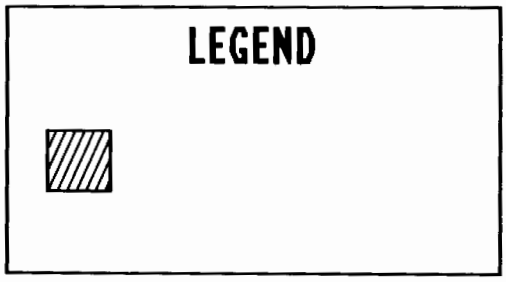
Adding Patterns to Your Canvas

Use the filled Box and Fill tools to add symbolic patterns to the legend.

Drawing a filled box

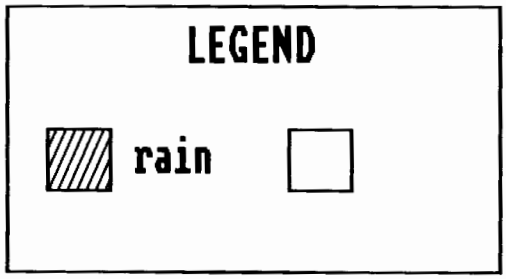
1. Choose the Patterns command from the Palette Menu, and select a pattern to represent rain.
2. Pick up the filled Box tool and draw a symbol box for rain.

   The pattern fills the box as soon as you release the mouse button.



3. Pick up the Text tool, mark a spot next to the box, and type *rain*.

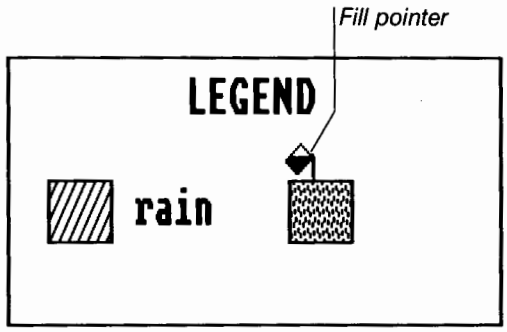
Pick up the empty Box tool and draw another symbol box.



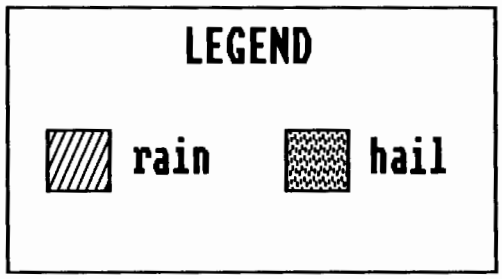
Filling a shape

1. Choose the Patterns command from the Palette Menu, and select a pattern to represent hail.
2. Pick up the Fill tool, place the tip of the pouring paint in the empty box, and press the mouse button.

   The hail pattern fills the box.



3. Pick up the Text tool, mark a spot next to the box, and type *hail*.

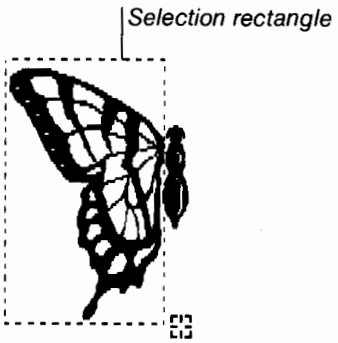


Editing a Selection

In order to use the Edit Menu commands, you must define areas of your canvas with the Selection Rectangle and Selection Net tools.

Making a selection

1. Draw the left wing of a butterfly.
2. Pick up the Selection Rectangle tool, and select the wing by enclosing it within the Selection Rectangle. (Selection Rectangles are drawn just like boxes.)



3. Choose Copy from the Edit Menu.

   This copies the selected area to the Clipboard.
4. Choose Paste from the Edit Menu.

   This places the Clipboard contents on the canvas, inside a Selection Rectangle.
5. Move the pointer into the Selection Rectangle. The pointer will change to an arrow, indicating that you can drag the selection.
6. Drag the Selection Rectangle to the right side of the drawing window. Release the mouse button.

You now have two left wings on your screen: the original drawing and the copy within the Selection Rectangle, which will be enhanced in the following procedure.

Editing with Special Effects

You can use the special effects commands from the Edit Menu to enhance the selected area of your drawings.

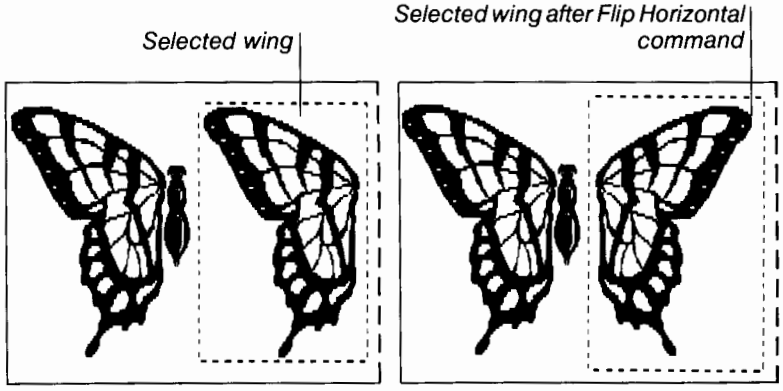
In this session, you will use the Flip Horizontal command to change the selected wing into a right wing. See "The Edit Menu" section of Chapter Four, "Command Summary," for descriptions of other special effects commands.

The Selection Rectangle should still appear around the copy of the left wing.

Special effects

1 Choose Flip Horizontal from the Edit Menu.

The selected wing flips from left to right, creating the right wing.



2 Drag the right wing into position. Move the cursor out of the Selection Rectangle, and click the mouse button.

When you click the mouse button, the Selection Rectangle disappears and the copy is pasted onto your canvas.

Editing in Detail

To perform detailed editing on a part of your drawing, use the Zoom In command and the Pencil.

Marking the target area

1 Pick up the Pencil and click to mark where you want to edit.

The Pencil makes a mark at the point where you click: white on black, black on white.

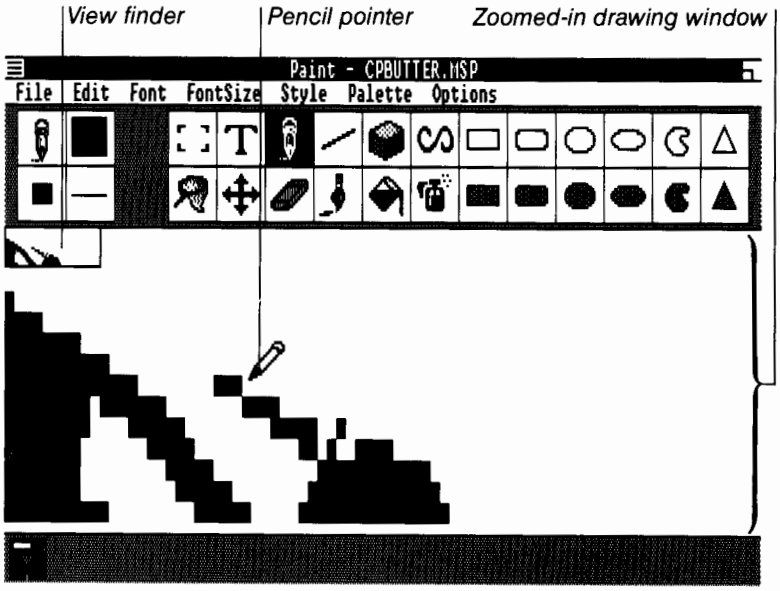
2 Choose Zoom In from the Options Menu.

Paint zooms in to where you last released the mouse button. This view of the screen is called a *zoomed-in drawing window*.

Magnified editing

3 Click to remove or add paint. Drag to make changes on a broader scale.

The results of your editing appear in the upper-left corner of your screen.



4 When you are done, choose Zoom Out from the Options Menu.

The regular drawing window reappears.

Scrolling the Canvas

The Scroll tool lets you move the canvas under the drawing window. In this session you will use the Selection Net tool, the Scroll tool, and the Copy command to copy your butterfly to another part of the canvas.

Making a selection

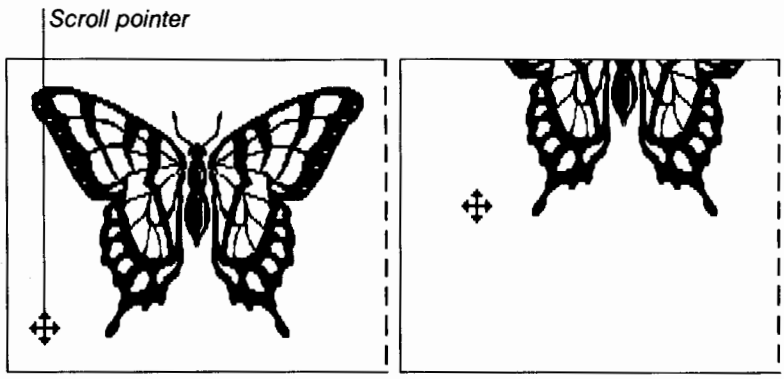
1. Pick up the Selection Net, and select the butterfly. (The Selection Net works like the Pencil; draw completely around the area you wish to select.)

   Images selected with the Selection Net appear highlighted.
2. Choose Copy from the Edit Menu to copy the selection to the Clipboard.

Scrolling

3. Pick up the Scroll tool and move it to the bottom of the drawing window.
4. Drag the Scroll pointer upward.

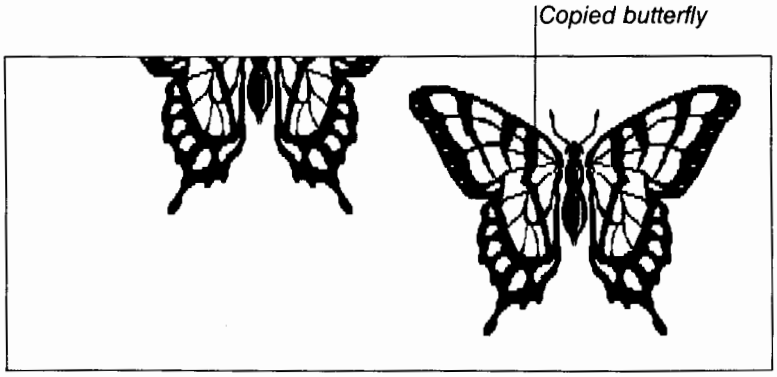
   The butterfly scrolls up as the lower part of your canvas appears. The hourglass pointer appears, in this instance, whenever Paint is in the process of adjusting the appearance of the window.



Pasting

5 Paste the copy of your drawing on the canvas by choosing Paste from the Edit Menu.

6 Drag the selection to the desired location, and click the mouse button outside of the Selection Net to paste the copy on the canvas.



Other Tools and Shapes

Many of the remaining tools and shapes are used like those already described:

Line

Drag to draw straight lines.

3-D

Drag along the axes that appear to create shapes with a three-dimensional appearance.

Curve

Draw a line segment, then click on one side of it. Paint turns the segment into a curve.

Airbrush

Drag to spray paint in the current pattern.

Rounded Box, Circle, Oval

Drag to draw the shape.

Freehand Polygon

Drag to draw. Paint closes the image with a straight line when you release the mouse button.

Polygon

Click to mark corners of the image. Paint draws the lines. Double click at the final corner.

An Invitation

The following chapters contain information about Paint's tools, shapes, and commands. As you read through this material, take time to experiment so you can experience the power of Paint.

3 Tools and Shapes Summary

3 Tools and Shapes Summary

This chapter describes the functions of Paint's tools and shapes.

Tools

Selection Rectangle

Defines a rectangular area for editing.

Selection Net

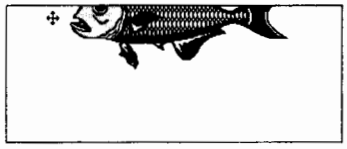
Defines a nonrectangular area for editing.

Text

Enters text in the selected font, size, and style.

Scroll

Slides the canvas under the drawing window.



Pencil

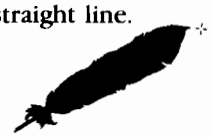
Draws a thin line.

Eraser

Erases the features of a drawing along the pointer path.

Line

Draws a straight line.

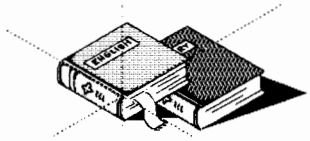


Brush

Paints in the current pattern.

3-D

Displays axes to follow when creating 3-D drawings.



Shapes

Fill

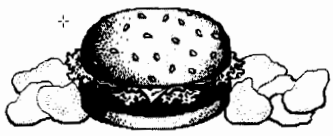
Fills an enclosed area with the current pattern.

Curve

Creates a curved line.

Airbrush

Sprays paint in the current pattern.



Box

Draws a box with square corners.

Rounded Box

Draws a box with rounded corners.

Circle

Draws a circle.

Oval

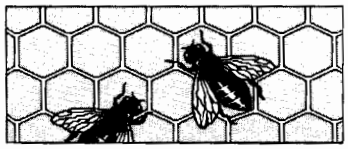
Draws an oval.

Freehand Polygon

Draws shapes that are closed with a straight line upon release of the mouse button.

Polygon

Draws a polygon.



4 Command Summary

The Paint commands that help you create, illustrate, and edit your canvasses appear in menus. You access menus through the menu bar near the top of the Paint window.

This chapter describes each command menu in the order it appears in the menu bar.

The File Menu

The File Menu

Use the File Menu commands to create, save, and print your canvasses.

Note Both the OPEN and NEW commands let you save any changes to the current canvas before proceeding.

New Clears the drawing window, then opens a new canvas. The status of the selected tool, pattern, brush shape, and line width is unchanged.

Open Opens the drawing window over a previously created canvas. The status of the selected tool, pattern, brush shape, and line width is unchanged.

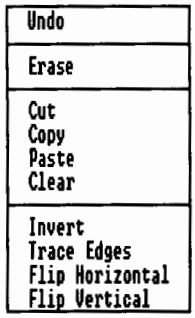
A dialog box prompts you to either choose a title from the list box or type the title of the canvas you want.

Save Saves the current canvas on disk, under the existing name. Prompts for a name if the file is untitled.

Save As Saves the current canvas on disk. Used to save new, untitled canvasses, or to save a new version of a canvas under a different name. The original version will remain unchanged.

Print Prints the canvas. The Print command is disabled if you have not installed a printer through the Setup program or on the Control Panel.

The Edit Menu



The Edit Menu

Except for Erase, Undo, and Paste, all of the Edit Menu commands require that you first select what you want to edit. Use either the Selection Rectangle or Selection Net tools to select an area.

Several commands on the Edit Menu are disabled until you select an area for editing.

Undo Cancels the most recent drawing action or series of editing actions performed on a selected area. Choosing Undo a second time restores these actions.

Erase Erases the contents of the drawing window.

You can also double click the Eraser to erase the drawing window.

Cut Removes selected material from the canvas, and places it on the Clipboard. (Refer to the *Microsoft Windows User's Guide* for information on the Clipboard.)

Copy Copies selected material to the Clipboard.

Paste Copies the Clipboard contents into a selection box on the drawing window. The items you paste will remain selected (and movable) until you click outside the selected area, make another selection with the Selection Rectangle or the Selection Net, or begin to draw again.

You can paste the contents of the Clipboard as many times as you want.

Clear Erases the selected item from the drawing window.

Special Effects

Invert Changes the appearance of the selected area: turns black to white, and white to black.

The following special effects are reserved for selections made with the Selection Rectangle:

Trace Edges Traces the edges of the patterns, text, and shapes within a selected area.

Flip Horizontal Flips the selected area from left to right.

Flip Vertical Flips the selected area from top to bottom.

The Font Menu

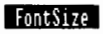
The Font Menu

Use the Font Menu commands to choose the text typeface. The Font Menu command list varies according to the fonts installed on your system disk.

You can change the typeface of a text sequence until you click again within the drawing window or select another tool.

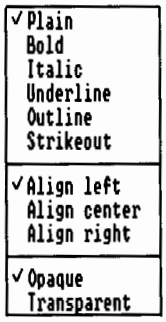
The FontSize Menu

The FontSize Menu



Use the FontSize Menu commands to set the size of your text.

You can change the font size of a text sequence until you click again within the drawing window or select another tool.



The Style Menu

Use the Style Menu commands to modify the appearance of text.

You can change the style of a text sequence until you click again within the drawing window or select another tool.

Plain is the default typeface.

Plain

Bold

Italic

Underline

Outline

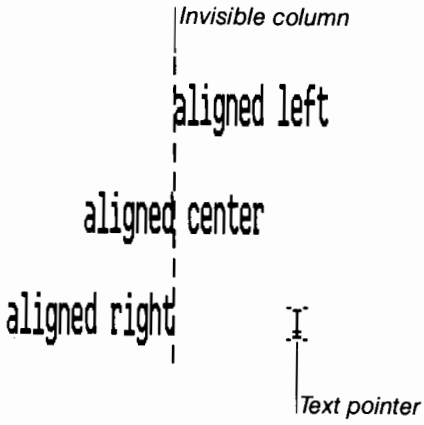
~~Strikeout~~

Align Left The default setting. Aligns rows of text using an invisible column in the drawing window as a left margin; your text moves to the right as you type.

Click the text pointer to mark the location of the invisible column.

Align Center Centers text evenly on both sides of the invisible column.

Align Right Aligns text using the column as a right margin; your text moves to the left as you type.



Opaque The default setting. Provides a solid white background for text.

Transparent Lets the current background pattern show through text.

The Palette Menu

Use the Palette Menu commands to choose paint patterns, line widths for shapes, and brush shapes. Use the Palette Tools command to choose Paint's tools when they are concealed by another drawing window.

To select from a palette, click the desired display.

The Palette Menu

The Options Menu

Use the Options Menu commands to control the alignment and placement of your drawings, edit with greater detail, and enhance the appearance of patterns in the patterns palette for the current session.

Zoom In Zooms in on your canvas at the point where you last released the mouse button. Zoom In also returns a zoomed-out drawing window to its normal size.

Paint's zoomed-in drawing window has a view finder in the upper left corner. You view the effects of magnified editing on your canvas in this area.

You can also double click the Pencil to zoom in, or return from a zoomed-in drawing window to the normal drawing window.

Zoom Out Displays the entire canvas with the current drawing window outlined. Zoom Out also returns a zoomed-in drawing window to its normal size.

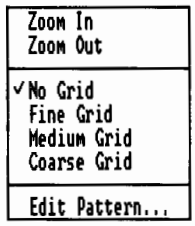
You can also double click the Scroll tool to zoom out to the full canvas or return from the full canvas to the normal drawing window.

No Grid The default setting. Turns off any active grid.

Fine Grid, Medium Grid, Coarse Grid Lays an invisible grid on the drawing window. Lets you easily align shapes and lines.

Edit Pattern Opens a dialog box to allow revision of the current Paint pattern.

The Options Menu



Appendix A
Special Key Actions

This appendix describes how to use the CONTROL and SHIFT keys with the mouse to enhance or restrict some of Paint's functions.

The CONTROL Key

Copying a selection

Copying a Selection

Hold down the CONTROL key and drag a selection; Paint creates a copy of the selection, and the original remains in place.

The SHIFT Key

Creating multiple copies

Creating Multiple Copies

Hold down the SHIFT key and drag a selection; Paint leaves copies of the selection along the pointer path.

Scrolling a zoomed-in canvas

Scrolling a Zoomed-In Canvas

Hold down the SHIFT key in the zoomed-in drawing window and drag the mouse.

Appendix B
Using Paint with the Keyboard

This appendix describes how you can use the keyboard to

- Select tools and shapes
- Draw lines and shapes
- Draw curves
- Draw polygons
- Use the fill tool
- Make selections
- Move selections
- Copy selections
- Make multiple copies of a selection
- Scroll
- Take shortcuts

You should already know how to use the keyboard to choose commands from menus. For more information on this topic, refer to the *Microsoft Windows User's Guide*.

Three main mouse actions have direct counterparts on the keyboard. The following list may be helpful as you perform the lessons in this manual:

To	Press
Click	SPACEBAR
Double click	ENTER
Move the pointer	A DIRECTION key

The following key sequences allow you to perform tasks from the keyboard. Note that

- A hyphen (-) between key names (for example, SHIFT-TAB) means you press both keys simultaneously and hold them down throughout the action.
- You must select the proper tool before performing the sequence.

Selecting tools and shapes

Selecting Tools and Shapes

Use TAB and SHIFT-TAB to make a selection from the tools and shapes palette.

Note You can hold down the SHIFT-CONTROL keys, and press a DIRECTION key to move the highlight and select a tool or shape.

Drawing lines and shapes

Drawing Lines and Shapes

Hold down the SPACEBAR, and press a DIRECTION key to draw lines with the Pencil, Line, Freehand Polygon, Brush, Air Brush, 3-D, and Shapes. Release SPACEBAR to stop.

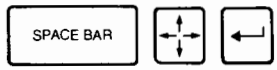
Drawing Curves

Drawing curves

Hold down SPACEBAR, and press a DIRECTION key to draw a line. Move the pointer to one side of the line, and press SPACEBAR to mark the peak of the curve. When you release SPACEBAR, Paint draws the curve.

Drawing Polygons

Drawing polygons



Use SPACEBAR to mark each corner and a DIRECTION key to move from one corner to the next. Paint draws the lines. Press ENTER at the final corner to close the polygon.

Using the Fill Tool

Using the fill tool

Use a DIRECTION key to move the pointer over the shape. Press SPACEBAR to fill the interior.

Making a Selection

Making a selection

Hold down SPACEBAR, and use a DIRECTION key to make a selection.

Moving a Selection

Moving a selection

Use a DIRECTION key to move the pointer into the Selection Rectangle or netted area. Then hold down SPACEBAR, and use a DIRECTION key to move the selection.

Copying and Moving a Selection

Copying and moving a selection

Hold down CONTROL-SPACEBAR, and use a DIRECTION key to move a copy of the selection.

Making multiple copies

Making Multiple Copies

Hold down SHIFT-SPACEBAR, then use a DIRECTION key to move a selection and leave multiple copies on the canvas.

Scrolling

Scrolling

Hold down SPACEBAR, and use a DIRECTION key to scroll the screen.

You can "scroll" a zoomed-out canvas by using a DIRECTION key to move the outline of the drawing window. When you return to the regular drawing window, the outlined section of canvas appears.

You can scroll the canvas under a zoomed-in drawing window by holding down SHIFT-SPACEBAR and using a DIRECTION key. The Scroll pointer replaces the Pencil pointer during the scrolling action. Move the pointer to scroll the canvas.

Short cuts

Short Cuts

You can activate the Zoom In, Zoom Out, and Erase commands by pressing ENTER when you select a particular tool.

Zoom In

Zoom In

Select the Pencil, then mark the target area for editing by pressing SPACEBAR. Press ENTER to zoom in for editing. Press ENTER again to return to the regular drawing window.

Zoom Out

Zoom Out

Select Scroll and press ENTER to zoom out for a full view of the canvas; press ENTER again to return to the regular drawing window.

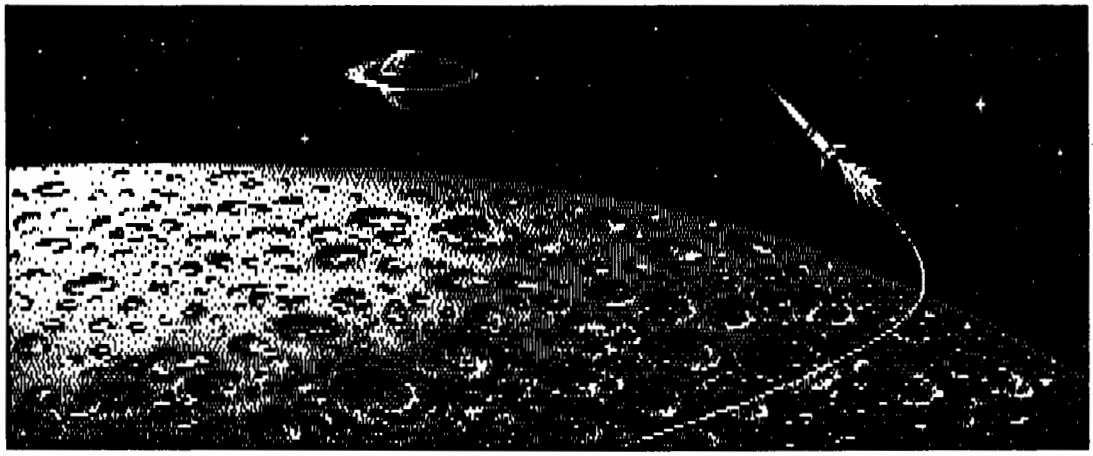
Erase

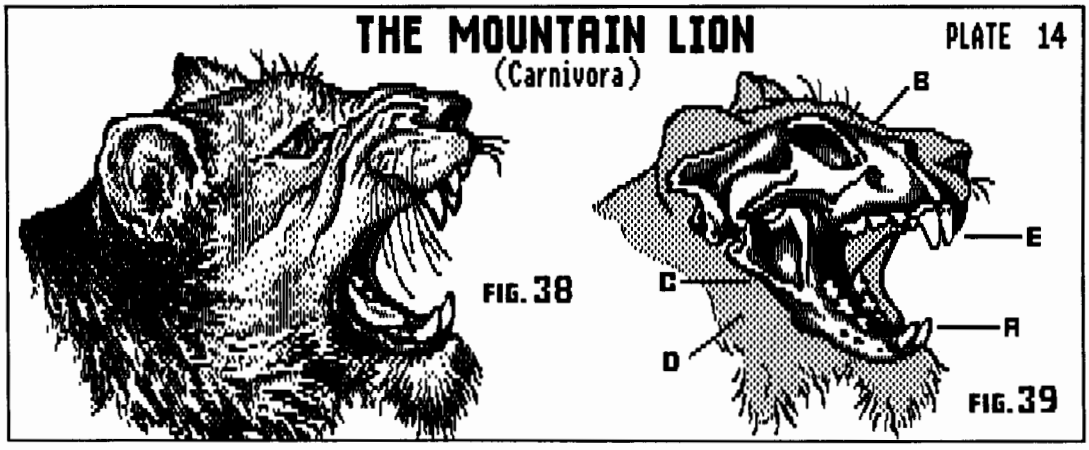
Erase

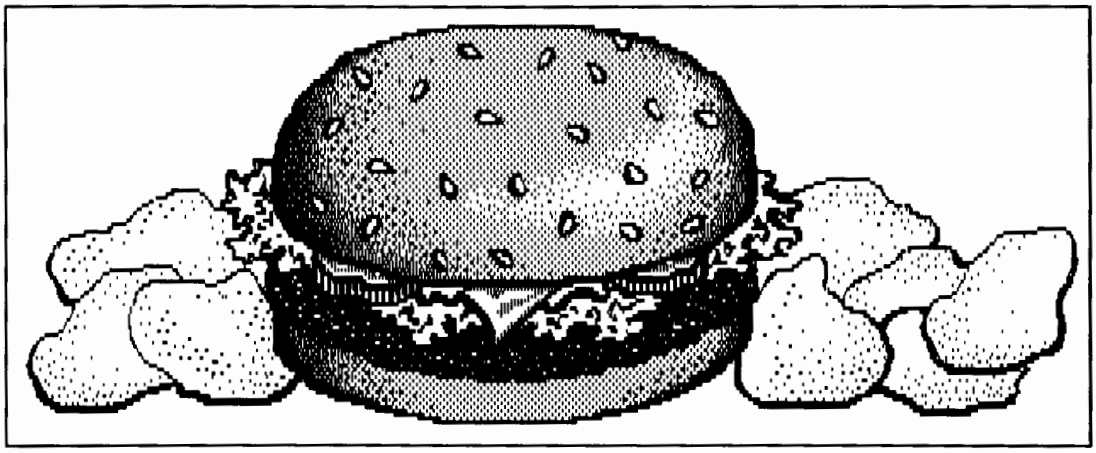
Select the Eraser and press ENTER to erase the entire drawing window.

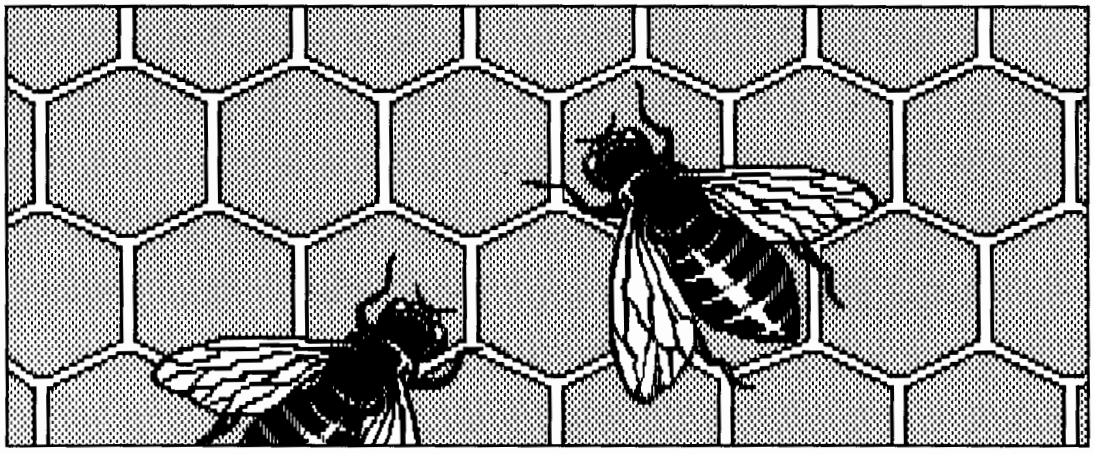
Gallery

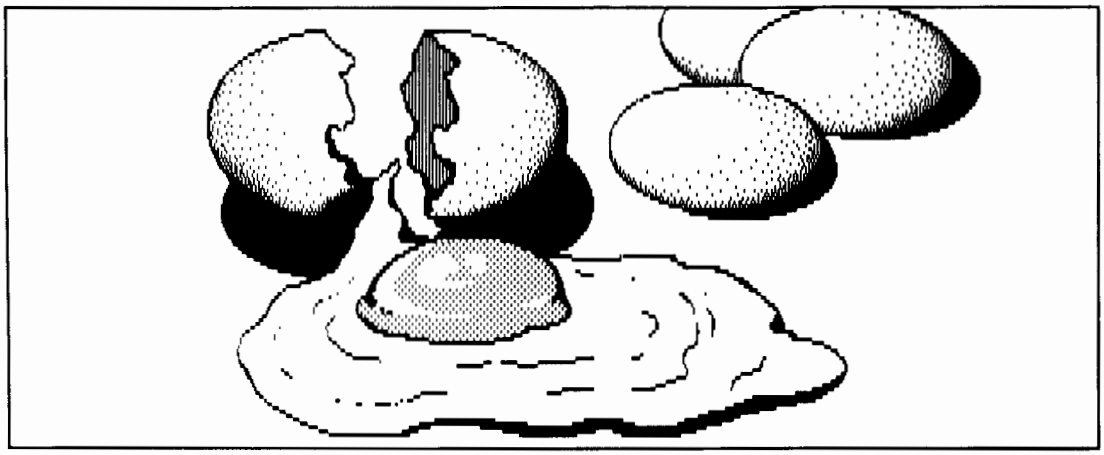
Here is a sample of the type of artwork you can create with *Microsoft Windows Paint.*

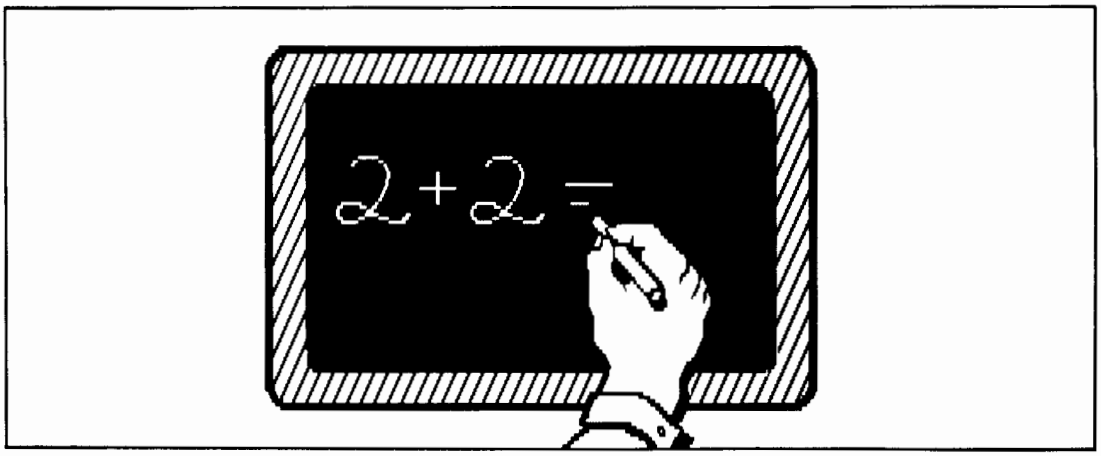








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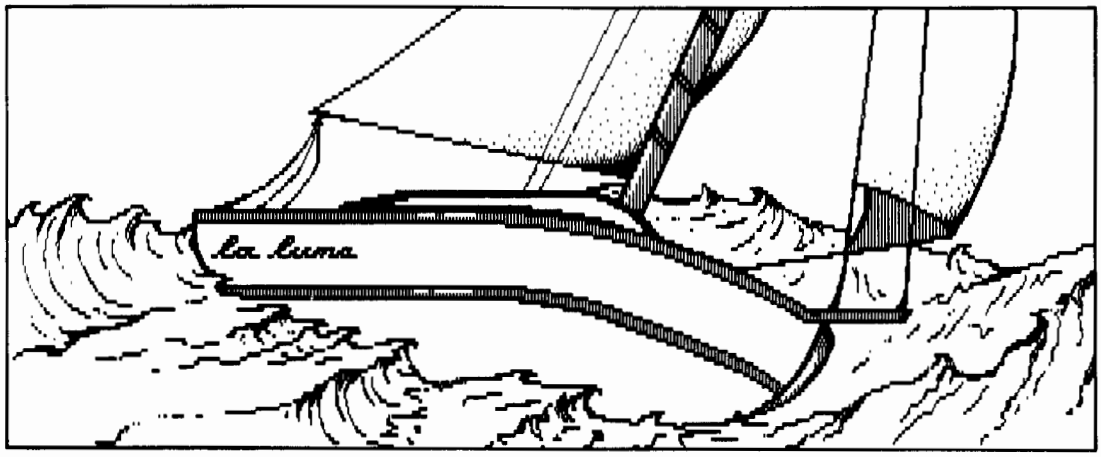
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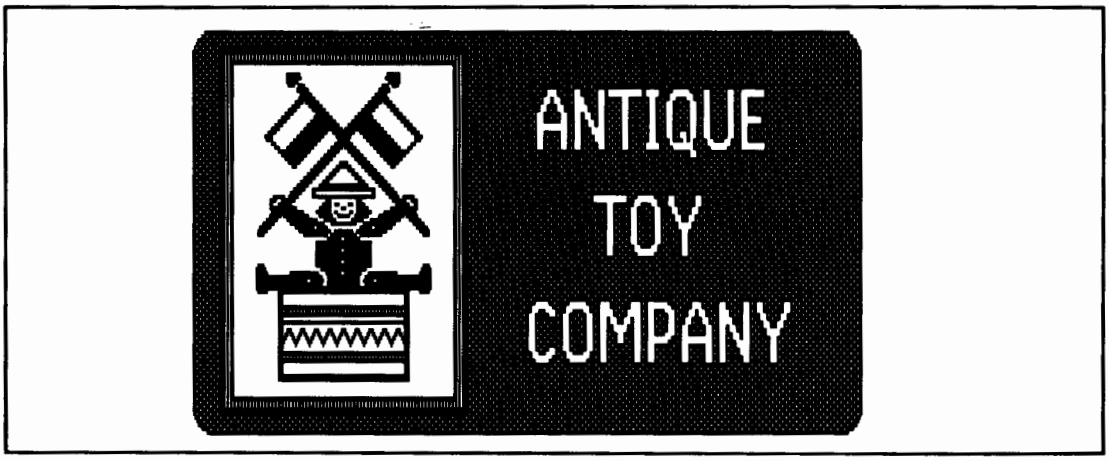
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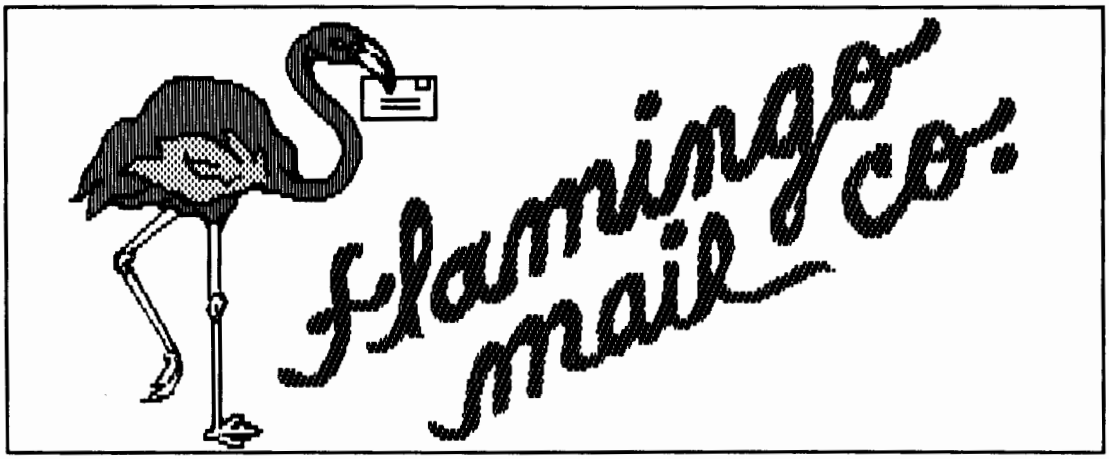
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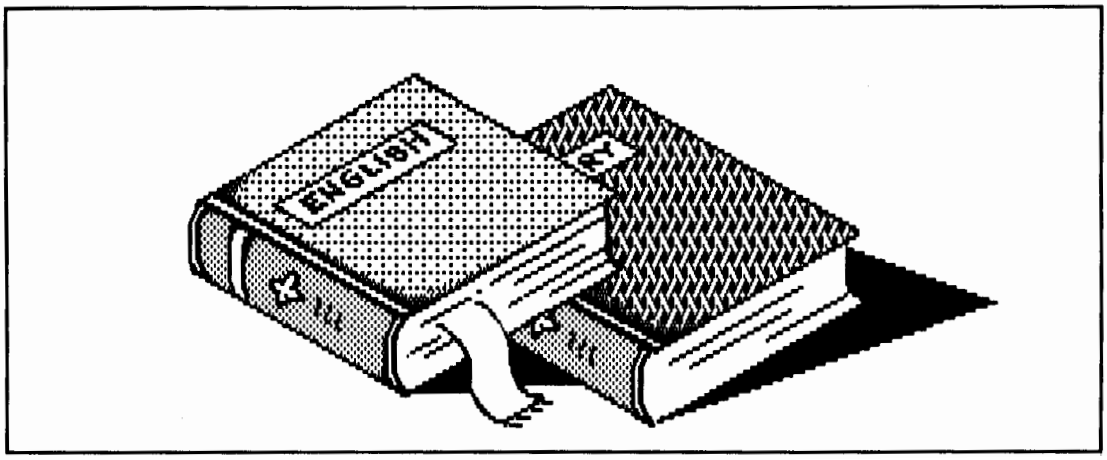
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