To set the default foreground and background colors

▶ To set the foreground color, left-click a color in the color box.

Or, to set the background color, right-click a color in the color box.

Note

▪ The default background and foreground colors are displayed on the lower-left corner of the Paint screen.

To use black and white instead of color

1 On the **Image** menu, click **Attributes**.

2 Click **Black and White**.

Important
- If you change back to color, only new work will be in color.

To change the size of your picture

1 On the **Image** menu, click **Attributes**.

2 Click the unit of measurement you want to use for the width and height.

3 Type the width and height.

Notes and Tips

- Your current picture will be resized. If your current picture is bigger than the new size, it is cut from the right side and bottom to fit within the smaller area. If the current picture is smaller than the new size, the extra area is filled with the selected background color.
- To undo a change, click **Edit** and then click **Undo**. You can undo up to three changes.

To show or hide the tool box

▶ On the **View** menu, make sure a check mark appears next to **Tool Box**.

Note

■ You can drag the tool box to any location in the window.

To show or hide the color box

▶ On the **View** menu, make sure a check mark appears next to **Color Box**.

Note

■ You can drag the color box to any location in the window.

To invert all the colors in a picture

▶   On the **Image** menu, click **Invert Colors**.

Note

■   Each color is replaced by its color complement. For example, white becomes black, and red becomes blue.

To draw a straight line

1 Click ◥ in the tool box.

2 Click a line width from the bottom of the tool box.

3 To draw the line, drag the mouse pointer.

Notes and Tips

■   The default background and foreground colors are displayed on the lower-left corner of the Paint screen. Use the left mouse button to draw with the foreground color or the right mouse button to draw with the background color.

■   To draw a perfectly horizontal, vertical, or 45-degree diagonal line, press and hold down SHIFT while dragging the mouse pointer.

To draw a curve

1 Click in the tool box.

2 Click a line width at the bottom of the tool box.

3 Draw a straight line by dragging the mouse pointer.

4 Click where you want one arc of the curve to be, and then drag the mouse pointer to adjust the curve. Repeat this step for a second arc.

Notes and Tips

▪ The default background and foreground colors are displayed on the lower-left corner of the Paint screen. Use the left mouse button to draw with the foreground color or the right mouse button to draw with the background color.

▪ Each curve must have at least one arc but no more than two.

▪ To undo a change, click **Edit** and then click **Undo**. You can undo up to three changes.

To draw a free-form line

1 Click in the tool box.

2 To draw the line, drag the mouse pointer.

Notes and Tips

■ The default background and foreground colors are displayed on the lower-left corner of the Paint screen. Use the left mouse button to draw with the foreground color or the right mouse button to draw with the background color.

■ To undo a change, click **Edit** and then click **Undo**. You can undo up to three changes.

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 To draw a rectangle, drag the mouse pointer diagonally in the direction you want.

3 To draw a square, press and hold down SHIFT while dragging the mouse pointer.

Notes and Tips

▪ The default background and foreground colors are displayed on the lower-left corner of the Paint screen. Use the left mouse button to draw with the foreground color or the right mouse button to draw with the background color.

▪ To create a colored fill, click a fill style from the bottom of the tool box.

To draw a polygon

▶ Click

 in the tool box.

To draw the polygon, drag the mouse pointer and click at each corner. Double-click when you're done.

To use only 45- and 90-degree angles, press and hold down SHIFT while dragging the mouse pointer.

Notes and Tips

- The default background and foreground colors are displayed on the lower-left corner of the Paint screen. Use the left mouse button to draw with the foreground color or the right mouse button to draw with the background color.
- To undo a change, click **Edit** and then click **Undo**. You can undo up to three changes.
- To create a colored fill, click a fill style from the bottom of the tool box.

To draw an ellipse or circle

1 Click ⬭ in the tool box.

2 To fill the shape, click a fill style from the bottom of the tool box.

3 To draw an ellipse, drag the mouse pointer diagonally.

4 To draw a perfect circle, press and hold down SHIFT while dragging the mouse pointer.

Notes and Tips

■　　　The default background and foreground colors are displayed on the lower-left corner of the Paint screen. Use the left mouse button to draw with the foreground color or the right mouse button to draw with the background color.

■　　　To undo a change, click **Edit** and then click **Undo**. You can undo up to three changes.

To paint with a brush

1 Click ⬚ in the tool box, and then choose a brush shape from the bottom of the tool box.

2 To paint, drag the mouse pointer.

Notes and Tips

▪ The default background and foreground colors are displayed on the lower-left corner of the Paint screen. Use the left mouse button to paint with the foreground color or the right mouse button to paint with the background color.

▪ To undo a change, click **Edit** and then click **Undo**. You can undo up to three changes.

To fill an area or object with color

1 Click 🖌 in the tool box.

2 Click the area or object you want to fill.

Notes and Tips

■   If the shape being filled has any breaks in its border, the filling color leaks through to the rest of the drawing area. To find and close the opening, click **View**, point to **Zoom**, and then click **Large Size** or **Custom**.

■   The default background and foreground colors are displayed on the lower-left corner of the Paint screen. Use the left mouse button to fill with the foreground color or the right mouse button to fill with the background color.

■   To undo a change, click **Edit** and then click **Undo**. You can undo up to three changes.

To type and format text

1 Click **A** in the tool box.

2 Create a text frame by dragging the mouse pointer diagonally, and then click the font, size, and style you want on the text toolbar.

3 Click inside the text frame, and then type the text.
▪   Move or enlarge the text frame as needed.
▪   To change the color of the text, click a color in the color box.
▪   Click

on the tool box to insert the text on a colored background. Then click a color with the right mouse button to change the background color.

Notes and Tips
▪   To view the text toolbar, click **View** and then click **Text Toolbar**. If the text toolbar obscures part of the **Paint** menu, you can drag it anywhere on the window.
▪   You can enter text into a picture only in normal view.
▪   You can only paste text when the text tool is selected. You cannot paste graphics when the text tool is selected.
▪   To undo a change, click **Edit** and then click **Undo**. You can undo up to three changes.
▪   To insert text into the picture, click outside the text frame.

{button ,AL("A_PAINT_ZOOM")} Related Topics

To erase a small area

1 Click ![eraser icon] in the tool box.

2 Click an eraser shape at the bottom of the tool box.

3 Drag the mouse pointer over the area you want to erase.

Notes and Tips

- The selected <u>background color</u> shows what color the eraser will leave behind. To change the background color, use the right mouse button to click a color.
- To change a specific color (and nothing else), change the foreground color to the color you want to erase and the background color to the color you want to replace it with. Click the eraser, and then use the right mouse button to change the color.
- To undo a change, click **Edit**, and then click **Undo**. You can undo up to three changes.

{button ,AL("A_PAINT_ERASE_LARGE;A_PAINT_UNDO;A_PAINT_NOT_IN_COLOR_BOX")} <u>Related Topics</u>

To erase a large area

1 Click ⬚ or
⬚ in the tool box, and then drag the mouse pointer to select the area you want to erase.

2 On the Edit menu, click **Clear Selection**.

Notes and Tips
▪ The current <u>background color</u> will be used to fill the cleared area. To choose a different background color, click a color in the color box with the right mouse button.
▪ Use
⬚ to select a free-form shape. Use
⬚ to select a rectangular shape.

{button ,AL("A_PAINT_ERASE_SMALL;A_PAINT_UNDO;A_PAINT_NOT_IN_COLOR_BOX")} <u>Related Topics</u>

To undo changes

▶ On the **Edit** menu, click **Undo**.

You can undo up to three changes. To undo previous changes, click **Undo** again.

{button ,AL("A_PAINT_ERASE_SMALL;A_PAINT_ERASE_LARGE;A_PAINT_NOT_IN_COLOR_BOX")} <u>Related Topics</u>

To create an airbrush effect

1 Click in the tool box.

2 Click a spray size from the bottom of the tool box.

3 To spray, drag the mouse pointer.

Notes and Tips

▪   The default background and foreground colors are displayed on the lower-left corner of the Paint screen. Use the left mouse button to spray with the foreground color or the right mouse button to spray with the background color.

▪   To undo a change, click **Edit** and then click **Undo**. You can undo up to three changes.

**To specify transparent or opaque drawing**

▪ To choose <u>transparent</u> drawing, click the **Options** menu, and then make sure **Draw Opaque** is not checked.

Or, to choose <u>opaque</u> drawing, click the **Options** menu, and then make sure **Draw Opaque** is checked.

To flip or rotate a picture or object

1 Click ⬚ or

🖾 in the tool box, and then drag a box around the object or area you want to flip or rotate.

■   Click

🎨 below the tool box to flip or rotate opaquely.

■   Click

🎨 below the tool box to flip or rotate transparently.

2 On the **Image** menu, click **Flip/Rotate**.

3 Click the option you want.

Notes and Tips
■   Use
■ to select a free-form shape. Use
■ to select a rectangular shape.
■   To undo a change, click **Edit** and then click **Undo**. You can undo up to three changes.

{button ,AL("A_PAINT_CUTOUT_SELECT")} Related Topics

To stretch or skew an item

1 Click ▪ or
▪ in the tool box, and then drag a box around the item you want to change.

2 On the **Image** menu, click **Stretch/Skew**.

3 Click the stretching or skewing option you want, and then enter the amount.
▪   Click
▪ below the tool box to stretch or skew opaquely.
▪   Click
 below the tool box to stretch or skew transparently.

Tips
▪   To undo a change, click **Edit** and then click **Undo**. You can undo up to three changes.
▪   Use
▪ to select a free-form shape. Use
▪ to select a rectangular shape.

{button ,AL("A_PAINT_CUTOUT_SELECT")} Related Topics

To print a picture

■   On the **File** menu, click **Print**.

Tips

■   To see how the printed picture will look before you print, click the **File** menu, and then click **Print Preview**.

■   To set margins or change orientation, click the **File** menu, and then click **Page Setup**.

To zoom in or out of a picture

- On the **View** menu, point to **Zoom**, and then click **Normal Size**, **Large Size**, or **Custom**.

Note

- You can enter text into a picture only in Normal view.

{button ,AL("A_PAINT_ENLARGE_AREA")} <u>Related Topics</u>

To enlarge the size of the viewing area

- To display only the picture, click the **View** menu, and then click **View Bitmap**.

Notes

- You can hide the tool box, color box, or status bar by clicking the View menu and then clearing the check mark for each item you don't want displayed.
- You cannot make changes to a picture in this view. To return to your former view, click anywhere in the picture.

{button ,AL("A_PAINT_ZOOM")} <u>Related Topics</u>

To display grid lines

1 On the **View** menu, point to **Zoom**, and then click **Custom**.

2 Click a Zoom To size of 400%, 600%, or 800%, and then click **OK**.

3 On the **View** menu, point to **Zoom**, and then click **Show Grid**.

Tip

- To get rid of the grid lines, return to normal view, or repeat step 3 to remove the check mark.

To change the color of an existing line

1 Click ▪ in the tool box.

2 Click a different color in the color box.

3 Position the paint cursor so that it is touching the line, and then click.

Notes and Tips

▪　　　If the line is part of a shape, any connecting vertical and horizontal lines will also change to the new color.
▪　　　To make sure you only change the line color and not the surrounding area, zoom the picture to a larger size.

{button ,AL("A_PAINT_ZOOM")} Related Topics

To copy color from one area or object to another

1 Click in the tool box.

2 Click the object whose color you want to copy.

3 Click the object or area where you want the color.

Tip
■   To use a color as a <u>background color</u> or to erase with a color that isn't in the color box, click the color in your picture with the right mouse button.

{button ,AL("A_PAINT_ERASE_SMALL;A_PAINT_ERASE_LARGE")} <u>Related Topics</u>

To create custom colors

1 In the color box, click the color you want to change.

2 On the **Options** menu, click **Edit Colors**.

3 Click **Define Custom Colors**, and then enter new values in either the RGB (red, green, blue) or HLS (hue, saturation, and luminescence) color models.

4 Click **Add to Custom Colors**.

Tips
- To save your custom colors, click the **Options** menu, and then click **Save Colors**.
- To use your saved colors, click **Get Colors**.
- For Help on an item, click

? at the top of the dialog box, and then click the item.

To select part of a picture

- ◾   To select a rectangular area, click
◾ in the tool box, and then drag the cursor diagonally across the area.

Or, to select an irregularly shaped area, click ◾ in the tool box, and then drag the cursor around the area.

Tip
- ◾   To remove the selection box, click outside the box.

To copy part of a picture

1 Select the area you want to copy by clicking ▪ or
▪ in the tool box and then dragging the cursor to define the area.
▪   Click
▪ to paste <u>opaquely.</u>
▪   Click
 to paste <u>transparently.</u>

2 On the **Edit** menu, click **Copy**.

3 On the **Edit** menu, click **Paste**.

4 Drag the selection where you want it.

Notes and Tips
▪   You cannot paste graphics when the text tool is selected.
▪   To paste multiple copies of an object, press and hold down CTRL while you drag the pasted object to a new location. Repeat as needed.
▪   To undo a change, click **Edit** and then click **Undo**. You can undo up to three changes.
▪   To remove the selection box, click outside it.

To save part of a picture into another bitmap file

1 Select an area you want to save by clicking ▪ or
▪ in the tool box and then dragging the cursor to define the area.

2 On the **Edit** menu, click **Copy To**.

3 Specify a folder and a file name.

To insert a bitmap into the current picture

1 Select an area to put the picture in by clicking ▪ in the tool box and then dragging the cursor to define the area.

2 On the **Edit** menu, click **Paste From**.

3 Specify the name of the bitmap file you want to insert.

4 Drag the selection where you want it, and then click outside the selection.

To use a picture as the desktop background

- To cover the screen with repetitions of your bitmap, click the **File** menu, and then click **Set As Wallpaper** (Tiled).

  Or, to put your bitmap in the center of your screen, click the **File** menu, and then click **Set As Wallpaper** (Centered).

Note

- You must save a picture before you can use it as wallpaper.

Specifies that the existing picture will show through your selection, and the background color of the selection will not be displayed.

Specifies that your selection will cover the existing picture, using the foreground and background colors of the selected object.

The drawing color is used for lines, borders of shapes, and text.

The background color is used to fill the inside of enclosed shapes and the background of text frames. It also appears when you use the eraser.

Click **Help Topics** for a list of Help topics.

Displays the current magnification.

Help is available for each item in this group. Click at the top of the dialog box, and then click the specific item you want information about.

Shows which magnifications you can specify. You can specify from normal (100%) to eight times normal (800%) magnification.

Flips the selected area or your entire picture horizontally.

Flips the selected area or your entire picture vertically.

Rotates the selected area or your entire picture at the angle you specify.

Stretches the selected area or your entire picture horizontally by the percentage you specify. Positive numbers increase the size, negative numbers decrease the size.

Stretches the selected area or your entire picture vertically by the percentage you specify. Positive numbers increase the size, negative numbers decrease the size.

Skews the selected area vertically by the number of degrees you specify. Positive numbers skew in the same direction of the arrow, negative numbers skew in the opposite direction of the arrow.

Skews the selected area horizontally by the number of degrees you specify. Positive numbers skew in the same direction of the arrow, negative numbers skew in the opposite direction of the arrow.

Specifies the width of the picture in exact units.

Specifies the height of the picture in exact units.

Specifies that inches are used to measure the height and width of your picture.

Specifies that centimeters are used to measure the height and width of your picture.

Specifies that pixels are to be used to measure the height and width of your picture.

Specifies that new files are to use the default size and colors.

Specifies to draw in black and white, and changes all existing objects in the picture to black and white. You cannot change an object from black and white back to color.

Specifies to draw in color, but does not change any existing black and white objects to color.