Draw or Paint on a Picture

The pencil and paintbrush can be used to draw lines or paint sections of a picture.

>>> To draw or paint on a picture
1   In the toolbox, click the Pencil or Paint Brush tool.
2   Move the cursor over the picture.   The cursor changes shape when it is over the picture.
3   Drag the cursor to draw or paint.   Release the mouse button to stop drawing or painting.   The tool remains selected until you click a different tool in the toolbox.

>>> Hints
The size or shape of the pencil cannot be changed.   It is always one pixel (or dot) wide.

You can change the size or shape of the paintbrush.   To do this, double-click on the Paint Brush tool or choose Brush from the Options menu.   Specify the desired shape (square or round) and size (expressed in pixels or dots).   Click OK.

The pencil and paintbrush use the current shade (black, white, or a shade of gray) to add information to a picture.   You can change that color before you use the tools.   For instructions, see How to Change the Shades of Gray in a Picture.

To draw or paint in just a horizontal or vertical direction, hold down the Shift key when you start to drag the cursor over the area that you wish to draw or paint.

The Pencil tool allows you to draw lines or curves on the picture, but it is not a practical tool for adding text.   Use your word processor or presentation software to add text.