

Paintbrush

A graphics application with a variety of tools for creating simple or elaborate drawings.

application Control-menu



| |
|----------------------|
| R estore |
| M ove |
| S ize |
| M inimize |
| M aximize |
| C lose |
| S witch To... |

- Restores the application window to its former size.
- Moves the application window to another location.
- Changes the size of the application window.
- Shrinks the application window to an icon.
- Enlarges the application window to its maximum size.
- Closes the application window.
- Starts Windows Task List.



Contains the title of the application running in the window, in this case Paintbrush.

- ▶ Drag the title bar to move an application window on the screen.

Minimize button



- ▶ Click the Minimize button to shrink the Paintbrush window to an icon.

Maximize button



- ▶ Click the Maximize button to enlarge the Paintbrush window to its maximum size.

File menu

File

New

Creates a new drawing.

Open...

Opens an existing file.

Save

Saves changes to the current drawing.

Save As...

Saves a new drawing or an existing drawing under a new name.

Page Setup...

Sets margins, and adds headers and footers.

Print...

Prints a drawing.

Printer Setup...

Sets printer options before printing.

Exit

Exits Paintbrush and closes the Paintbrush window.

Edit menu

Edit

| | |
|------------------------------------|--|
| <u>U</u>ndo | Undoes the most recent drawing or editing action. |
| <u>C</u>ut | Places a cutout from your drawing onto the Clipboard. |
| <u>C</u>opy | Copies a cutout from your drawing onto the Clipboard. |
| <u>P</u>aste | Pastes a copy of the Clipboard contents into the drawing. |
| <u>C</u>opy To... | Saves a cutout in a file. |
| <u>P</u>aste <u>F</u>rom... | Retrieves a cutout from a file and places it in a drawing. |

View menu

| <u>V</u>iew | |
|---|--|
| <u>Z</u>oom <u>I</u>n | Magnifies part of a drawing so you can change a pixel at a time. |
| <u>Z</u>oom <u>O</u>ut | Fits a drawing to the size of the drawing area. |
| <u>V</u>iew <u>P</u>icture | Removes everything but the drawing from the screen. |
| ✓ <u>T</u>ools and <u>L</u>inesize | Removes the Toolbox and Linesize box from the window. |
| ✓ <u>P</u>alette | Removes the Palette from the window. |
| <u>C</u>ursor <u>P</u>osition | Displays the pointer position as x-y coordinates. |

Font menu



Style menu

| Style | |
|--------------------------|--|
| ✓ N ormal | Cancels character styles. |
| B old | Makes text bold. |
| <i>I</i> talic | Italicizes text. |
| <u>U</u> nderline | Underlines text. |
| O utline | Outlines text with the current background color. |
| S hadow | Creates a shadow around text. |

Size menu

| Size | | | |
|------|----|----|----|
| 6 | 24 | 44 | 66 |
| 8 | 26 | 45 | 70 |
| 10 | 28 | 48 | 72 |
| 12 | 30 | 50 | 74 |
| 15 | 32 | 52 | 75 |
| 16 | 36 | 54 | 76 |
| 18 | 37 | 56 | 78 |
| 19 | 38 | 57 | 80 |
| 20 | 40 | 60 | 84 |
| 22 | 42 | 64 | |

Changes the size of the text to the font size you choose.

Pick menu

Pick

Flip Horizontal

Flips a cutout from side to side.

Flip Vertical

Flips a cutout from top to bottom.

Inverse

Inverts the colors in a cutout.

Shrink + Grow

Changes the size of a cutout.

Tilt

Tilts a cutout.

Clear

Changes the area within the cutout to the background color.

Options menu

Options

Image Attributes...

Specifies the settings for a new drawing.

Brush Shapes...

Changes the shape of the Brush tool.

Edit Colors...

Creates a custom color and places it in the palette.

Get Colors...

Retrieves color palettes saved in a file.

Save Colors...

Saves color palettes in a file.

Help menu

Help

Index

Displays an alphabetical list of all Help topics.

Keyboard

Displays Help on Paintbrush key combinations.

Commands

Displays Help on Paintbrush commands.

Procedures

Displays Help on Paintbrush procedures.

Tools

Displays Help on Paintbrush tools.

Using Help

Displays information about Windows Help.

About Paintbrush ...

Displays important information about Paintbrush.

menu bar

| |
|--|
| <u>F</u> ile <u>E</u> dit <u>V</u> iew <u>F</u> ont <u>S</u> tyle <u>S</u> ize <u>P</u> ick <u>O</u> ptions <u>H</u> elp |
|--|

Contains the names of all the Paintbrush menus.

- ▶ Click a menu name to display the menu commands.

Scissors tool

Draws a cutout. A cutout is a selected portion of a drawing. You select a portion of a drawing so that you can carry out an action that affects the cutout. For example, you can copy and paste cutouts, move cutouts, and change the size and shape of cutouts.

Use the Scissors tool instead of the Pick tool when you want the cutout to follow an object's contours.

- ▶ Select the tool and drag the pointer until the cutout is enclosed.

Pick tool

Defines a rectangular cutout. A cutout is a selected portion of a drawing. You select a portion of a drawing so that you can carry out an action that affects the cutout. For example, you can copy and paste cutouts, move cutouts, and change the size and shape of cutouts.

Use the Pick tool instead of the Scissors tool when the cutout's size and shape don't need to be precise.

- ▶ Select the tool and drag the pointer until the cutout is the size you want it.

Airbrush



Sprays dots in the drawing area.

The drawing width you choose from the Linesize box determines the diameter of the spray. You select the color of the spray by choosing a foreground color.

- ▶ Select the tool and drag the pointer through the drawing area.

Text tool



Inserts text in the drawing area.

With menu commands, you can choose a font and font size. You can also choose font styles such as bold, underline, and italics. You select the color of the text by choosing a foreground color.

- ▶ Select the tool, move the pointer into the drawing area, and click where you want to start typing.

Color Eraser



Changes the foreground color to the background color.

Use the Color Eraser if you want to change only one color of many in a drawing. The drawing width you choose from the Linesize box determines the eraser size.

- ▶ Select the color you want to erase as the foreground color, select the tool, and drag the pointer through the drawing area.

Eraser

Changes any color in the drawing to the background color.

The drawing width you choose from the Linesize box determines the eraser size.

- ▶ Select the tool and drag the pointer through the drawing area.

Paint Roller



Fills a closed area with the foreground color.

- ▶ Select the tool, move the pointer inside an object, and click.

Brush



Paints brush strokes in the drawing area.

Double-click the tool in the toolbox to choose a brush shape. The drawing width you choose from the Linesize box determines the size of the Brush. You select the color of the strokes by choosing a foreground color.

- ▶ Select the tool and drag the pointer through the drawing area.

Curve

Draws a curved line.

You can draw a line that curves in one direction or two. The drawing width you choose from the Linesize box determines the line thickness. You select the color of the line by choosing a foreground color.

► Select the tool, and drag the pointer first in one direction and then the other to create a simple curve.

Line

Draws a line.

The drawing width you choose from the Linesize box determines the line thickness. You select the color of the line by choosing a foreground color.

- ▶ Select the tool and drag the pointer.

Box

Draws a box.

The drawing width you choose from the Linesize box determines the thickness of the box's sides. You select the color of the sides by choosing a foreground color.

- ▶ Select the tool and drag the pointer.

Rounded Box



Draws a box with rounded corners.

The drawing width you choose from the Linesize box determines the thickness of the box's sides. You select the color of the sides by choosing a foreground color.

- ▶ Select the tool and drag the pointer.

Filled Box

Draws boxes filled with a color.

The drawing width you choose from the Linesize box determines the thickness of the box's border. You select the color of the border by choosing a background color and the color of the interior by choosing a foreground color.

- ▶ Select the tool and drag the pointer.

Filled Rounded Box



Draws rounded boxes filled with a color.

The drawing width you choose from the Linesize box determines the thickness of the box's border. You select the color of the border by choosing a background color and the color of the interior by choosing a foreground color.

- ▶ Select the tool and drag the pointer.

Circle/Ellipse

Draws a circle or ellipse.

The drawing width you choose from the Linesize box determines the thickness of the circle or ellipse. You select the color of the circle or ellipse by choosing a foreground color.

- ▶ Select the tool and drag the pointer.

Filled Circle/Ellipse

Draws a circle or ellipse filled with a color.

The drawing width you choose from the Linesize box determines the thickness of the circle's or ellipse's border. You select the color of the border by choosing a background color and the color of the interior by choosing a foreground color.

- ▶ Select the tool and drag the pointer.

Polygon



Draws polygons by connecting straight lines.

The drawing width you choose from the Linesize box determines the thickness of the sides. You select the color of the polygon by choosing a foreground color.

- ▶ Select the tool, drag the pointer to create lines, and double-click to complete the polygon.

Filled Polygon



Draws polygons filled with a color by connecting straight lines.

The drawing width you choose from the Linesize box determines the thickness of the polygon's border. You select the color of the border by choosing a background color and the color of the interior by choosing a foreground color.

- ▶ Select the tool, drag the pointer to create lines, and double-click to complete the polygon.

Linesize box



Determines the width of any lines you make with Paintbrush tools.

Line width affects:

- The border size of objects made with the box, circle/ellipse, and polygon tools.
- The thickness of lines made with the Line and Curve tool.
- ▶ The width of Brush strokes and diameter of Airbrush spray.
- ▶ The size of the erasers.
- ▶ Move the pointer to a line width and click to choose the line width.

foreground and background colors



Colors used in a drawing's foreground and background. In the above example, the foreground color (black) sits on top of the background color (white). The foreground color is the color you draw with. The background color is the color you draw on.

- ▶ Move the pointer to a color in the palette and click the left button to select a foreground color or the right button to select a background color.

Palette



Colors you can use in a drawing.

You can choose background and foreground colors for your drawing. You can also change a color on the palette to a custom color.

- ▶ Move the pointer to a color, and click the left mouse button to choose a foreground color or click the right mouse button to choose a background color.

image



Example of a drawing you can create in Paintbrush.

drawing area

Area in which you can create your drawings. If the drawing area is smaller than the Paintbrush window, a black frame separates it from the gray area (the area where you cannot perform any Paintbrush actions).

The drawing area can also contain text or graphics copied from another application.

- ▶ Choose the Image Attributes command from the Options menu to specify drawing size you want.

pointer

The object on the screen that follows the mouse's movement and indicates which area of the screen will be affected when you click the mouse button. Outside the drawing, the pointer is usually arrow-shaped. In the drawing, the pointer is usually cross-shaped. However, if you select the text tool, the pointer changes to an I-beam; if you select the Paint Roller, the pointer changes to a Paint Roller.

- ▶ Move the mouse to move the pointer.

application window

The main window for an application, in this case the Paintbrush window. It contains the Paintbrush tools, palette, and drawing area where you create paintbrush drawings.

window border



The outside edge of a window.

- ▶ Drag the window border to change the size of the window.

