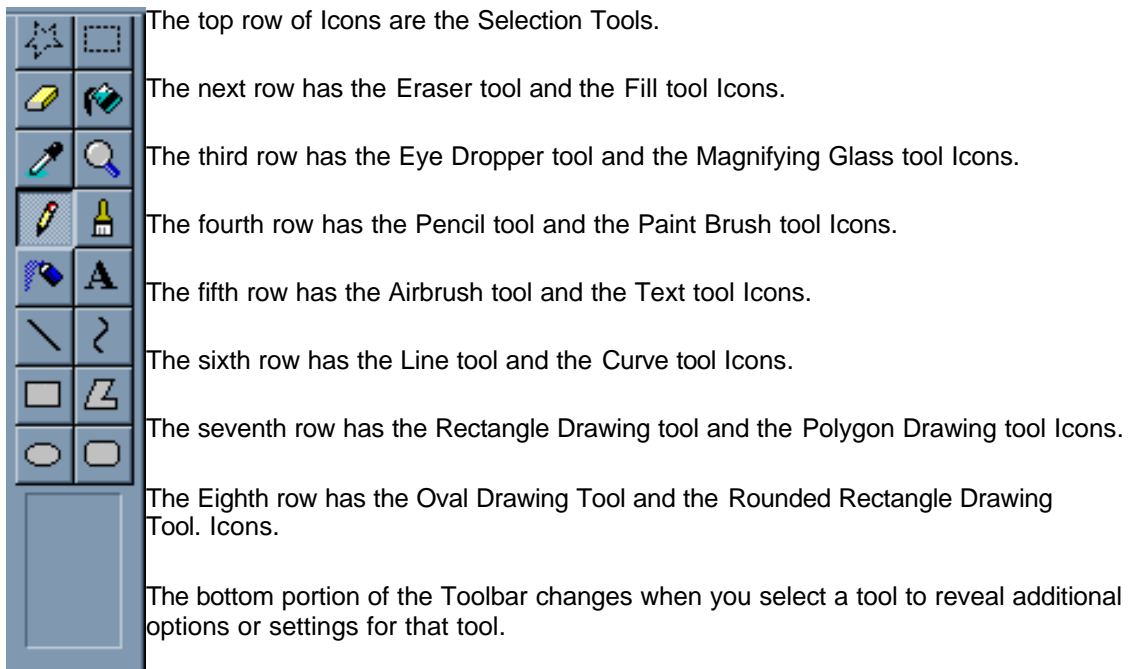




The Tools

Microsoft Paint has an assortment of painting Tools that you can use for drawing shapes and applying color to areas of your image in various ways. You switch between tools by clicking on the appropriate Icon on the Toolbar, which is located on the left side of the Paint window. The Toolbar looks like this:

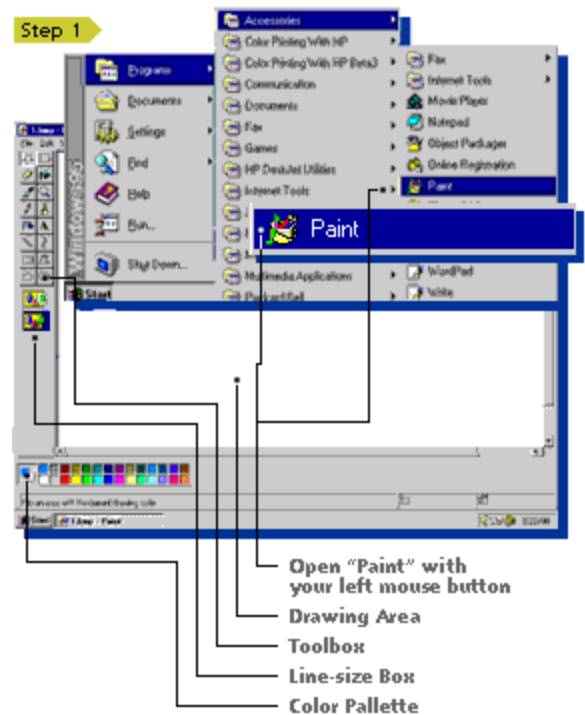


Most of the Tools are used to apply color in some way to a portion of the image. In order to use these tools, you'll first want to make sure that you have selected the correct color in the Color Palette.

1. Open Paint.

Go to Start | Programs | Accessories and select Paint. Paint should be in the Accessories group. If it is not, Open System Apps | Accessories, and you'll find it there. Position the cursor over Paint and click the left mouse button.

The screen shown here should appear

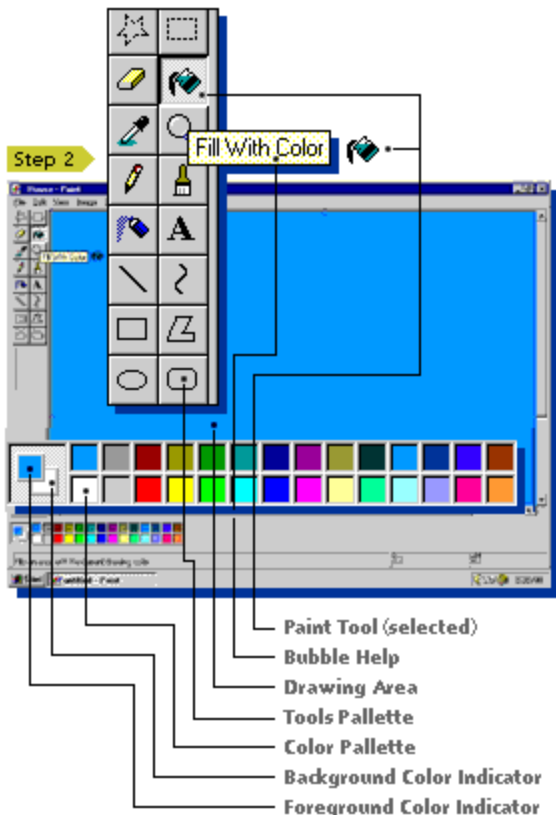


2. Select a background color.

Move the cursor to the color palette at the bottom of the screen. Select a background color by positioning the cursor over the color you want and right-clicking it (left-click to choose the foreground color). Note how the color you're using shows up in the far left in the box beneath the foreground color indicator.

Now position the cursor over the button with a paint can on it. Notice the bubble help? Below the color palette is an even a fuller explanation. All the buttons identify their function this way. Left-click to select the paint can. Now run the cursor over to the drawing area. See how the cursor turns into a paint can? Right-click it. The drawing area fills with the background color.

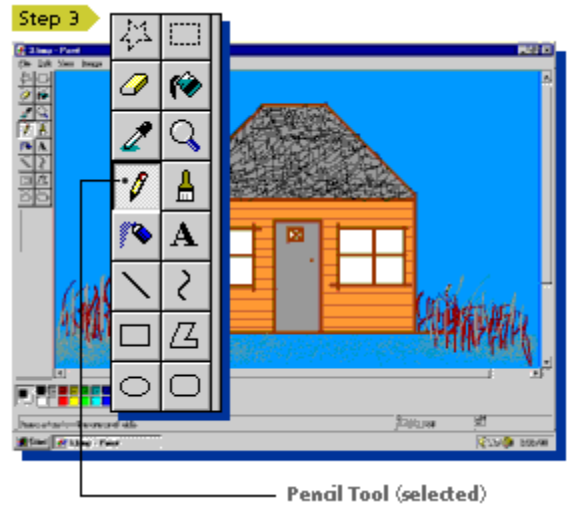
TIP: Always use the left mouse button to draw with the foreground color. Use the right mouse button to draw with the background color.



3. Draw a Picture.

Position the cursor on top of the pencil button and left-click it. Now move the cursor over to the drawing area--see how it changes to a pencil?

Draw by holding the left mouse button continuously down as you move the mouse. Don't worry if you have trouble controlling the lines at first--it takes a little practice.



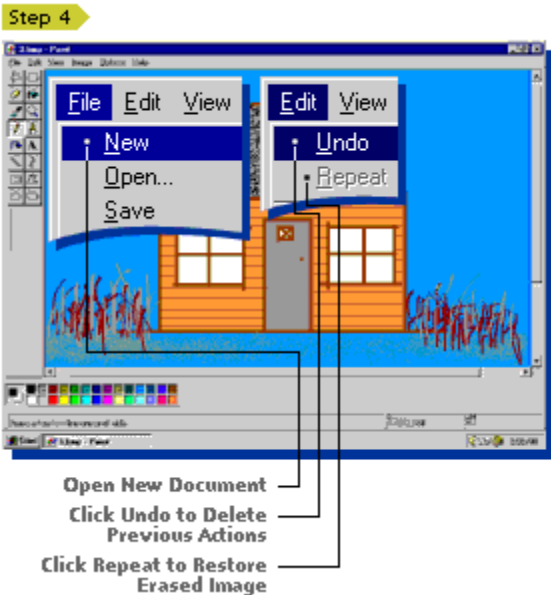
4. New, Undo and Repeat.

If you want to start fresh, select **File** from the **Menu** and choose **New** to create a new file. Or, if there's relatively little on the screen, try undo.

Go to the **Menu**, select **Edit** and choose **Undo**. Keep clicking on **Undo** until all the lines you want removed are gone.

If you remove one line too many and want it back, click **Repeat** and the last undo will be restored.

TIP: If you want to delete small areas, use the erase button (it has an eraser on it). Left-click the erase button, then move the cursor into the drawing area. The cursor will now be an eraser and will work just like the eraser on the end of a pencil.



5. Other line drawing tools.

Paint includes four other line drawing tools: airbrush (spray paint button), paintbrush, line, and curve. When you click on any of them, you'll be able to make two choices.

In a box directly below the toolbox, you'll be able to choose line size-or, in the case of the airbrush, spray pattern. Just click on your choice. The other choice you can make is color-again simply click on choice.

Once you have line size and color picked, move the cursor into the drawing area and experiment, left-click and hold the mouse button as you draw with each tool.

TIP: When drawing curves, first draw the length of line you think you need with the curve line button. You can now make up to two arcs. To make the first, click and hold the left mouse button where you want the curve to be and move the mouse to adjust the curve. To make another curve, depress and hold and left mouse button again where you want the curve to be and move the mouse to adjust it. (Don't forget **Undo** if you want to try again.)

