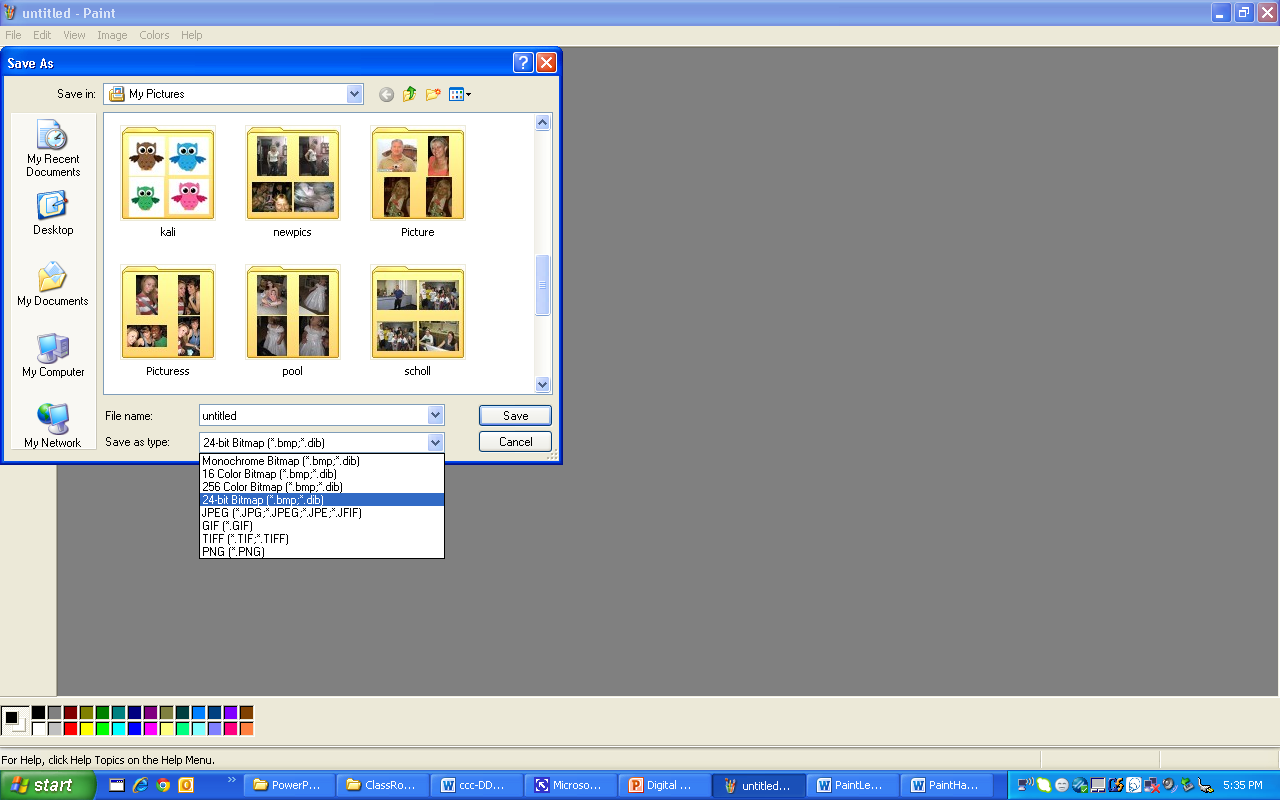
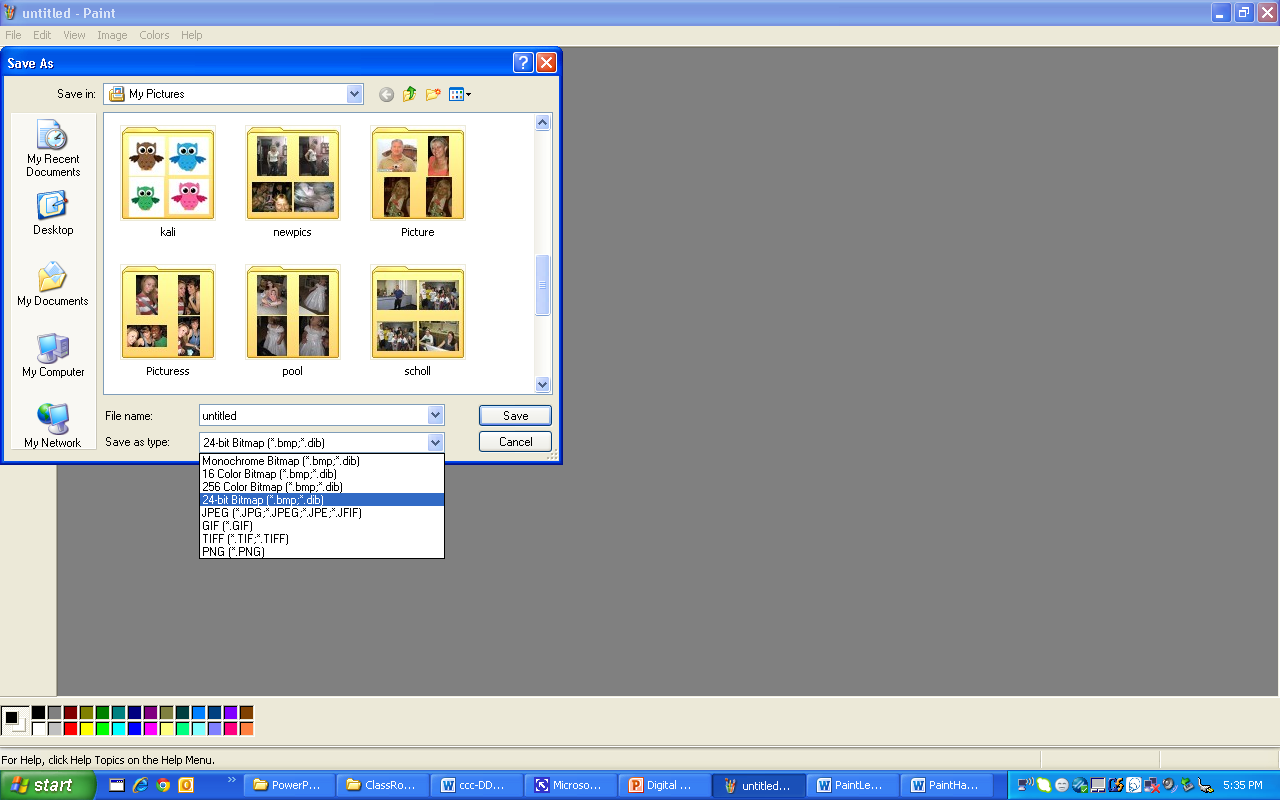
**Getting starting With Paint - Microsoft's Graphics Program**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Information:** • Skill level: Basic • Microsoft Paint  Microsoft Paint drawing software is included with the basic Windows package for several years. However, most Windows users do not even realize that they have this program on their computer.  Microsoft Paint is simple and easy to learn. It is good place to start for the beginning digital artist and is used by many teachers in the school setting for this purpose. If you have never used a graphics program this programs give you the beginning tools for you to master as you build with other graphical programs.  **Step 1. Open the Paint program.** To open the program click **Start > All Programs > Accessories > Paint**. After the program has started, click on the **Maximize** button  at the top right corner of the window. This will expand the window to cover your entire desktop and give you more room to work. Let's take a look around the workspace.  **Step 2. The Menu Bar.** You will find the **Menu Bar** (Figure 1) at the top of the window. It looks familiar to you because it is the same in most Windows programs. This is where you will find the drop-down menus for  **File, Edit, View, Image, Colors and Help**.  Figure 1.  **Step 3. The Tool Box.** The row of icons on the left of the workspace is the **Tool Box**. (Figure 2) These icons are for the tools used to create and edit images.   |  |  | | --- | --- | | Figure 2 | One group of icons/tools is used to draw and paint.  Pencil - Use this tool to draw a line in any shape, one pixel in width.  Brush - You can paint images in many shapes and sizes.  Airbrush - Spray paint color to an image.  Text - Add words on top of an image.  Line - You can draw a line in several thicknesses.  Curve - Draw a curved line in any shape and several thicknesses.  Eraser-Color Eraser - Used to remove color from an area.  Fill With Color - This tool will fill an area with the color of your choice. | |  | Rectangle  Polygon  Ellipse  Rounded Rectangle - Use these four tools to draw their respective shapes.  Other icons/tools are used to select part of, or all of, an image.  Free-Form Select - Used to select irregular shapes.  Select - Used to select a rectangular shape.  Some icons/tools are used to manipulate color in an image.  Pick Color - You will use this tool to pick a color to paint with. |      |  | | --- | |  |  * Color Box - Choice of preset painting colors. * Edit Colors Dialog Box - Used to select a custom color. |

Saving:

File, Save As, File Name, Save as (file)type



File types for Paint (a graphics program). By default Paint saves image as 24-bit Bitmap (.bmp).