

Ms Paint

Windows operating system comes with a basic and easy to use image creation program, named Microsoft Paint.

This is optionally referred to as MS Paint or just Paint. It is a simple program in which users can create basic graphic art on their computer.

Paint (earlier Paintbrush) is a simple raster graphics editor that is included in all versions of Microsoft Windows.

In this program, files of bitmap (BMP), JPEG, GIF, PNG, and single-page TIFF formats can be opened and saved. This program comes in these two color modes black-and-white, but there are no grayscale modes.

Due to the simplicity of this program, it quickly became one of the most used programs in the initial version of Windows. It became popular, because for the first time people could paint on a Windows PC. It became widely used due to the easy image manipulation task.

In July 2017, Microsoft added Paint to the list of unrestricted Windows features, meaning it will not be further developed and may be removed in the future. However, Microsoft will make it available in the Windows Store for free.

How To Open Microsoft Paint :

Opening Microsoft Paint is a fairly easy process, but it varies depending on your version of Windows.

Windows Vista, 7, 8 and 10

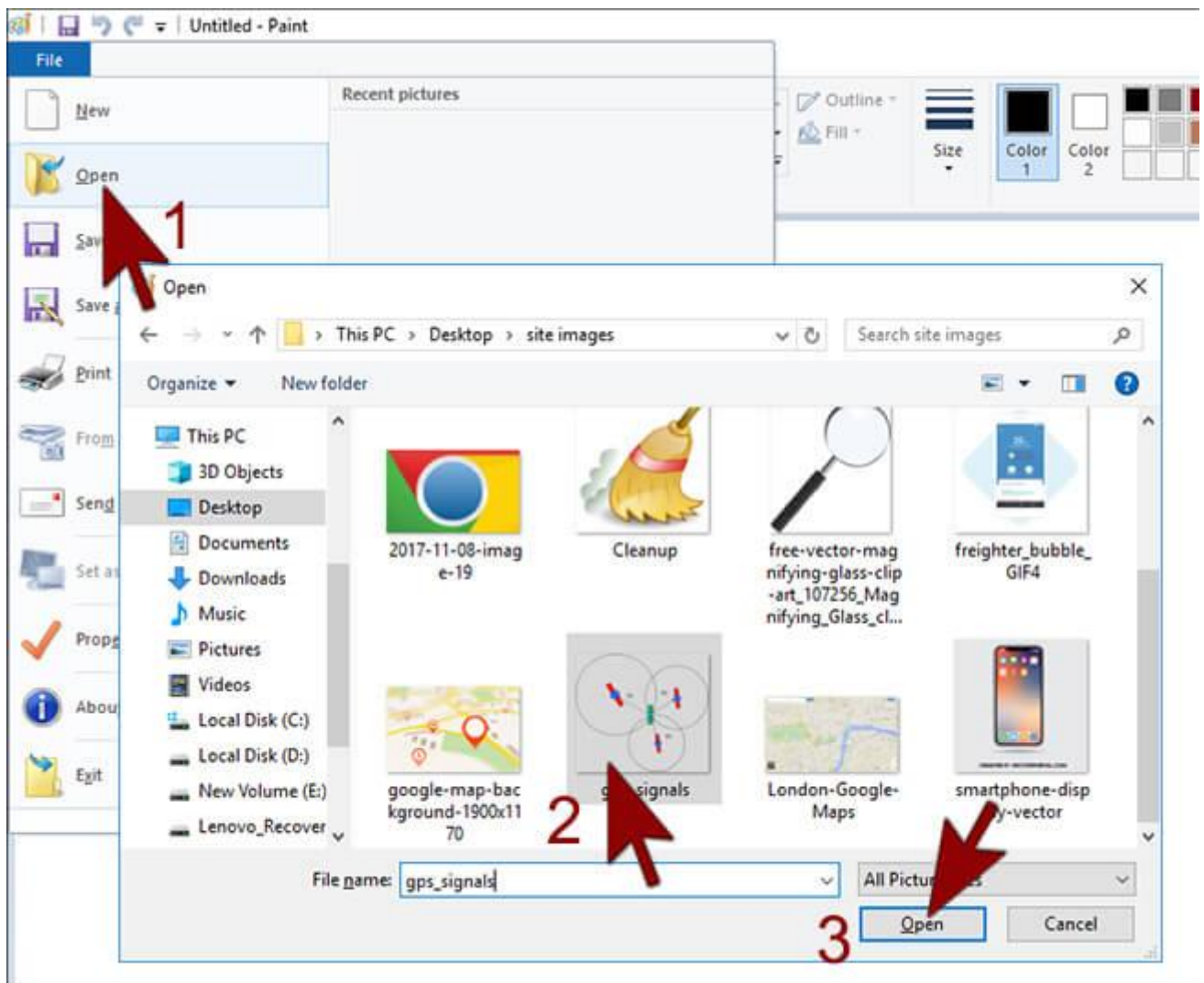
Press the Windows key.

In the search box, type Paint

In another way, click on the Resize option on the Home tab. Select Pixels and type the size you want in the Horizontal and Vertical boxes. Or then you can adjust the size according to percentage by selecting Percentage. For example, if you want to reduce the size by half, type 50 in the Horizontal and Vertical boxes here and if you want to double the size, type 200 in both these boxes.

1) Open an Image File:

In Paint you can open file formats of many different formats, such as bmp, gif, jpg / jpeg, tif / tiff, ico, and png.



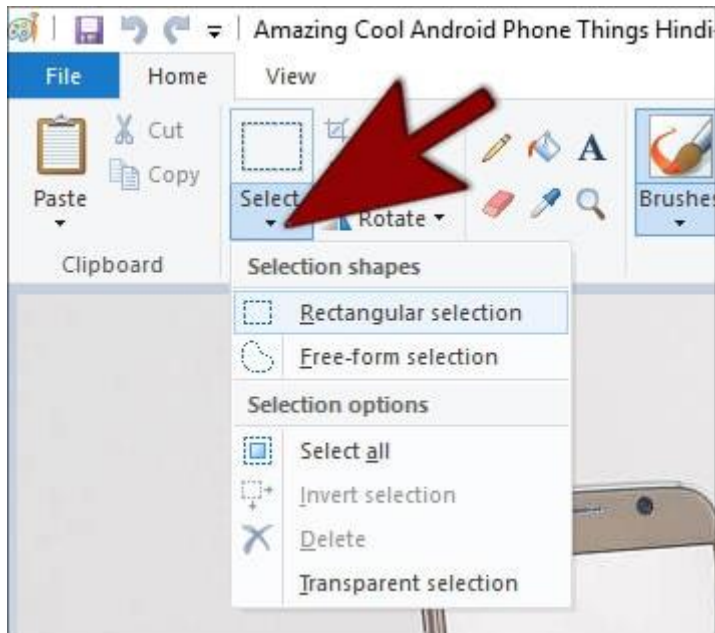
To open a previously saved image file on your PC, click Open from the File menu.

Go to the folder where the file store is, select it and click Open.

2) Crop Tool:

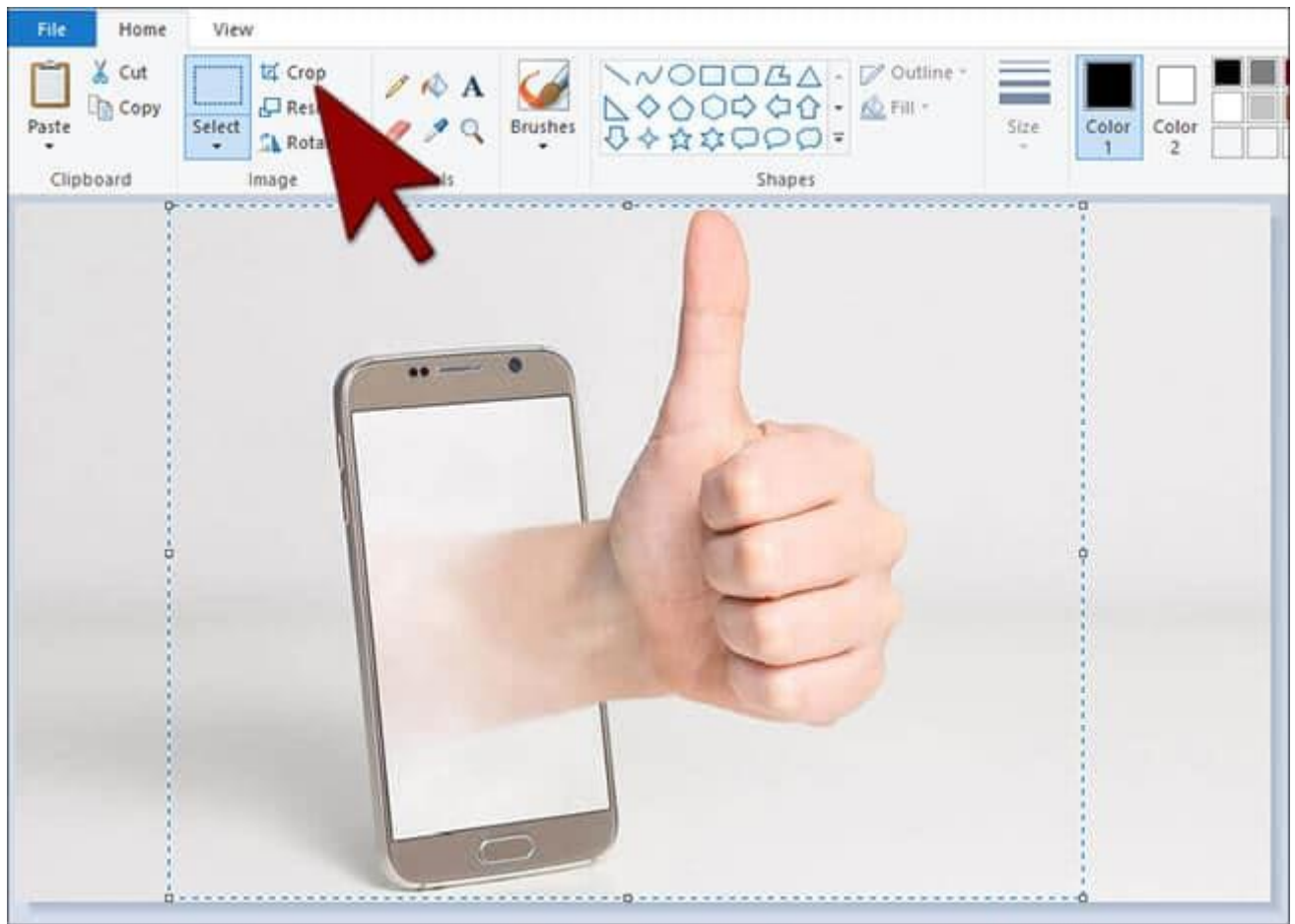
When you open an image in Paint, you can crop this image.

For this, first open the image, then click on the top select tool.



Now select the part of the image that you want to preserve.

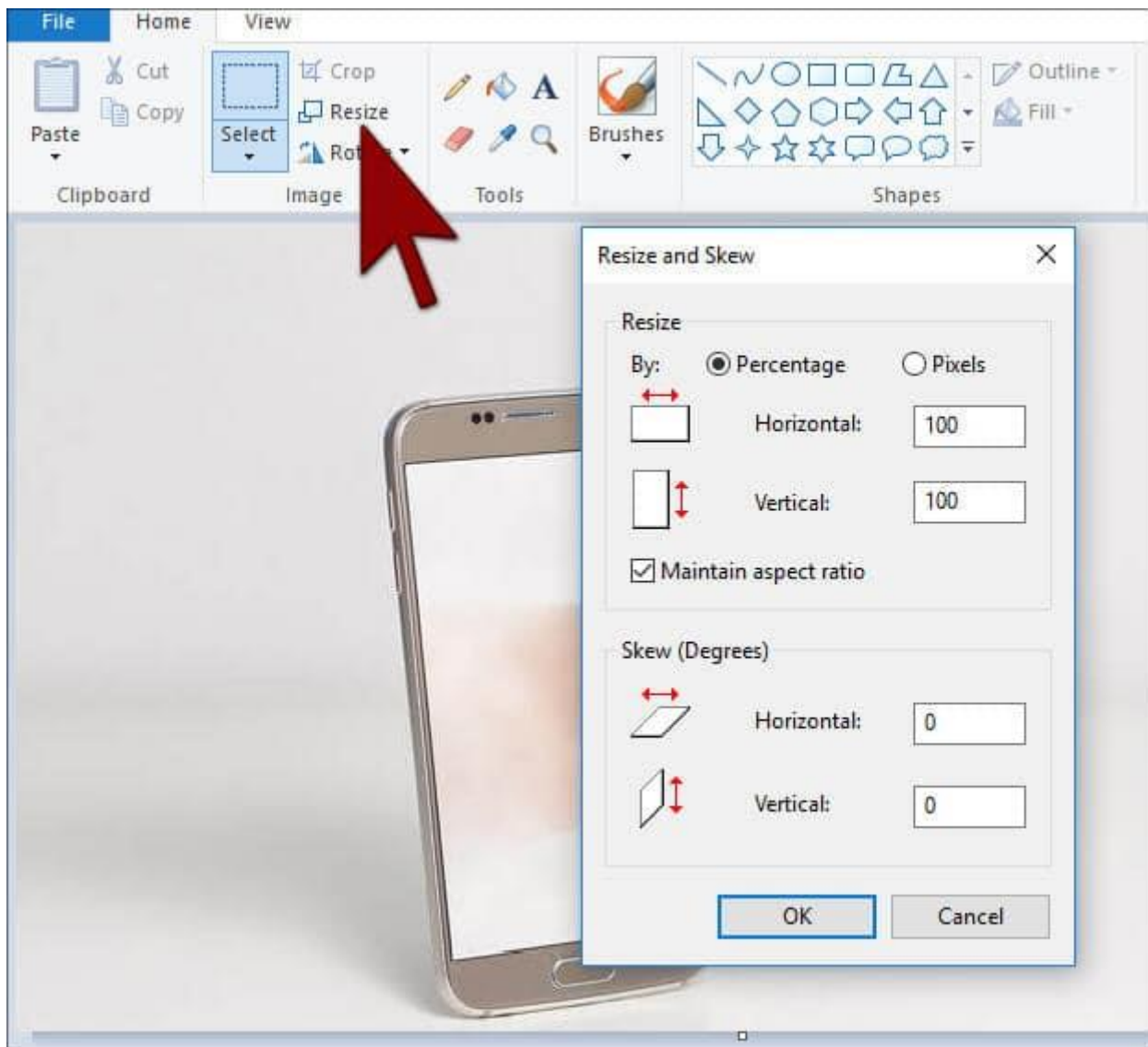
Now click on the Crop button at the top.



Areas outside the selection will be removed.

3) Resize / Skew the image:

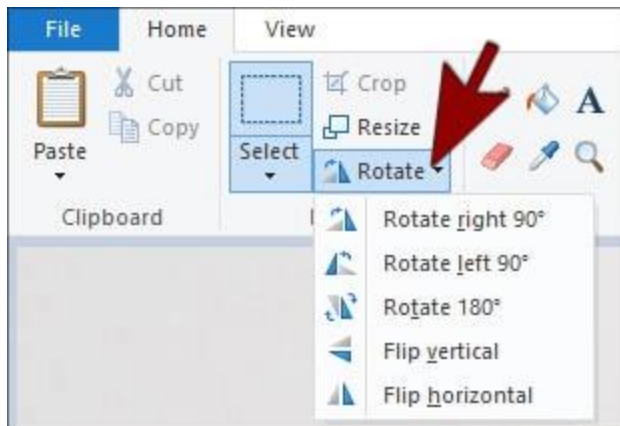
Click on the image, then select Resize from the toolbar at the top. Or you can bring the dialog box of Resize / Skew from the keyboard using Ctrl + W shortcut keys.



Here you can increase or decrease the size in pixels or percentages of the image, as we saw in the canvas.

4) Rotate the image:

To flip the image upside down (or some other direction), use the Rotate tool.



Select the option from the sub menu.

5) Zoom in and out:

To enable the Zoom tool, click on the magnifying icon from the toolbar at the top. To zoom in the image, click anywhere on the image with the left mouse button. To zoom out, click on the image with the right mouse button.



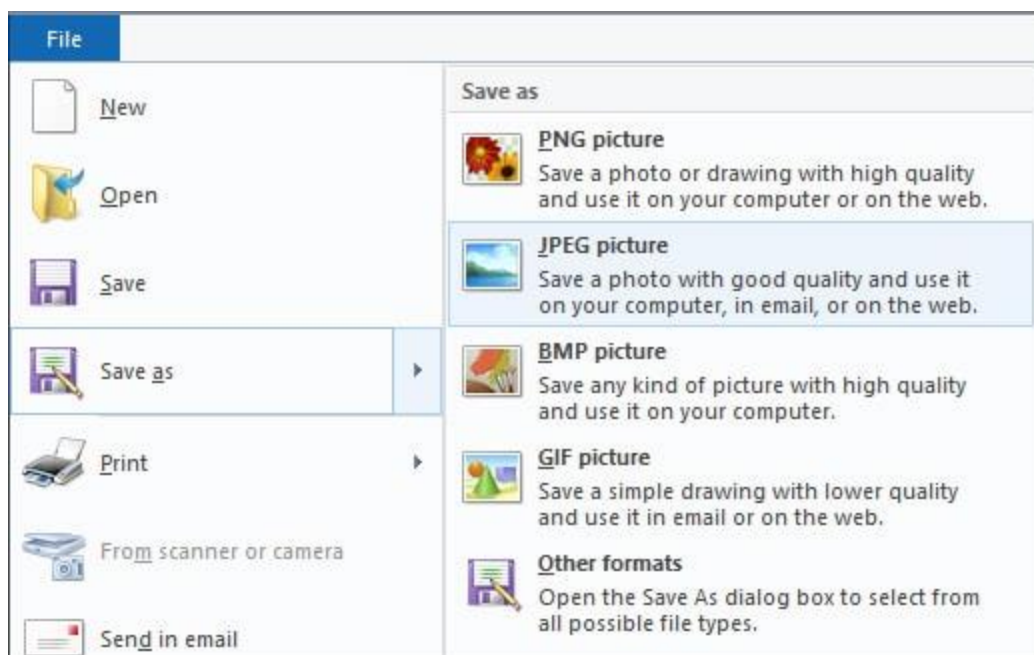
6) Undo your mistakes:

If you make a mistake while using any of these tools, you can undo your action by pressing Ctrl + Z keys.

7) Save your work:

When you are done with your file, then it is very important to save that file.

To save the file, click on the Save As option from the File menu.



Select the location.

Select the format of this file with Save As Type.

If you have a photograph or image of a lot of colors in your file, select JPG and GIF is better if there are only a few colors and you need less file size.

Part-II: Drawing और Painting

1) Color Palette:

On the top of the screen you will see small color boxes, this is called color palette.

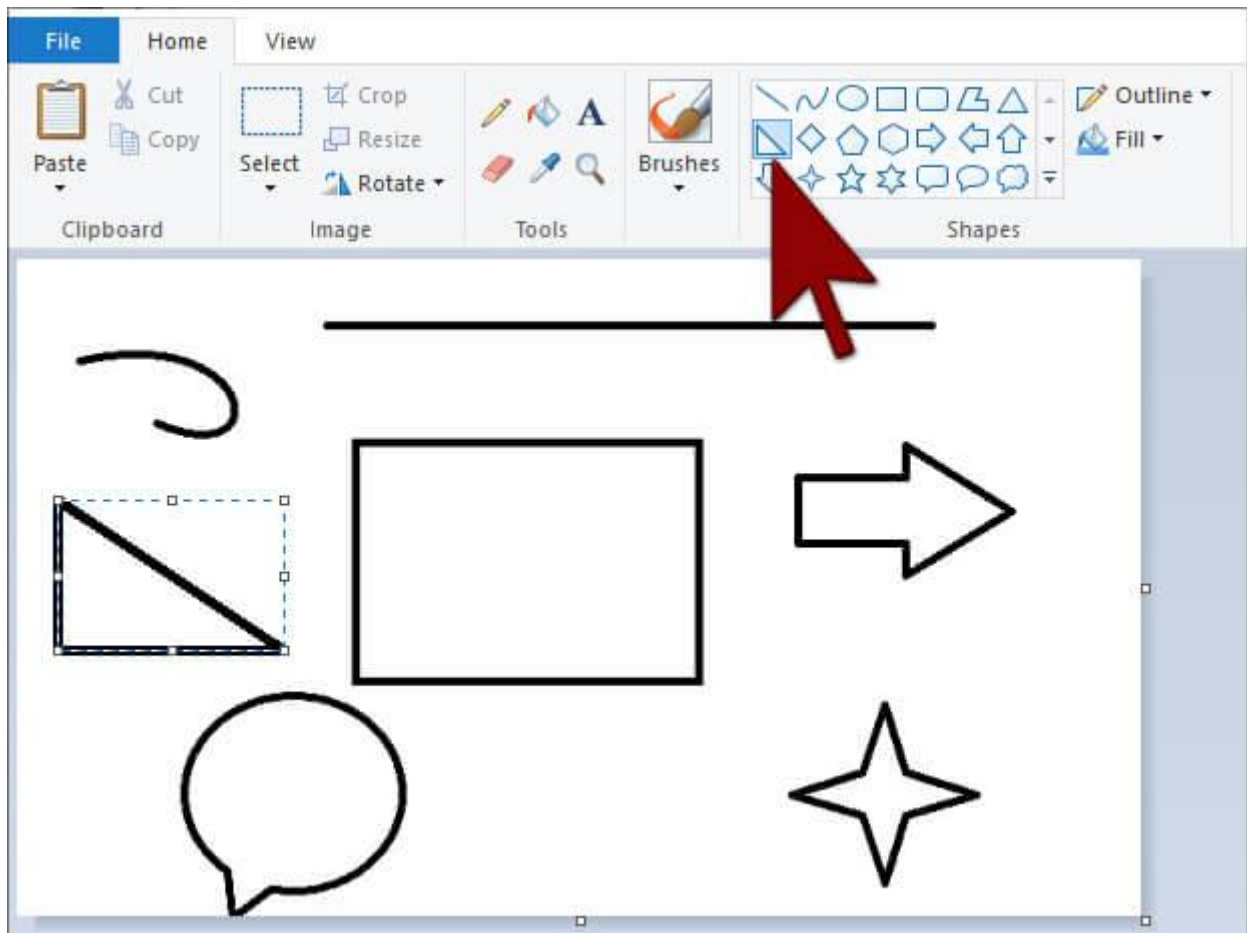
Before this, you will see two options of Color 1 and Color 2. Color 1 is for foreground color and Color 2 is for background color.

When you select any color from the palette by selecting Color 1, it will be the color of the foreground. Similarly, when you select any color from the palette by selecting Color 2, it will be the color of the background.



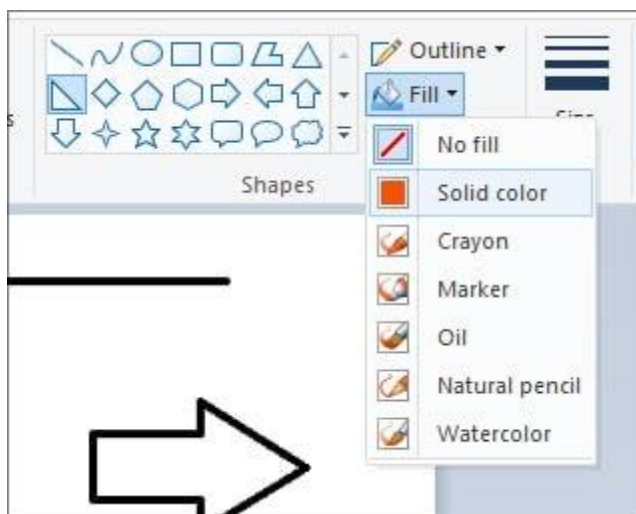
2) Draw Shapes:

From the Shapes toolbox you can draw whatever you want into your Canvas by selecting the shape.

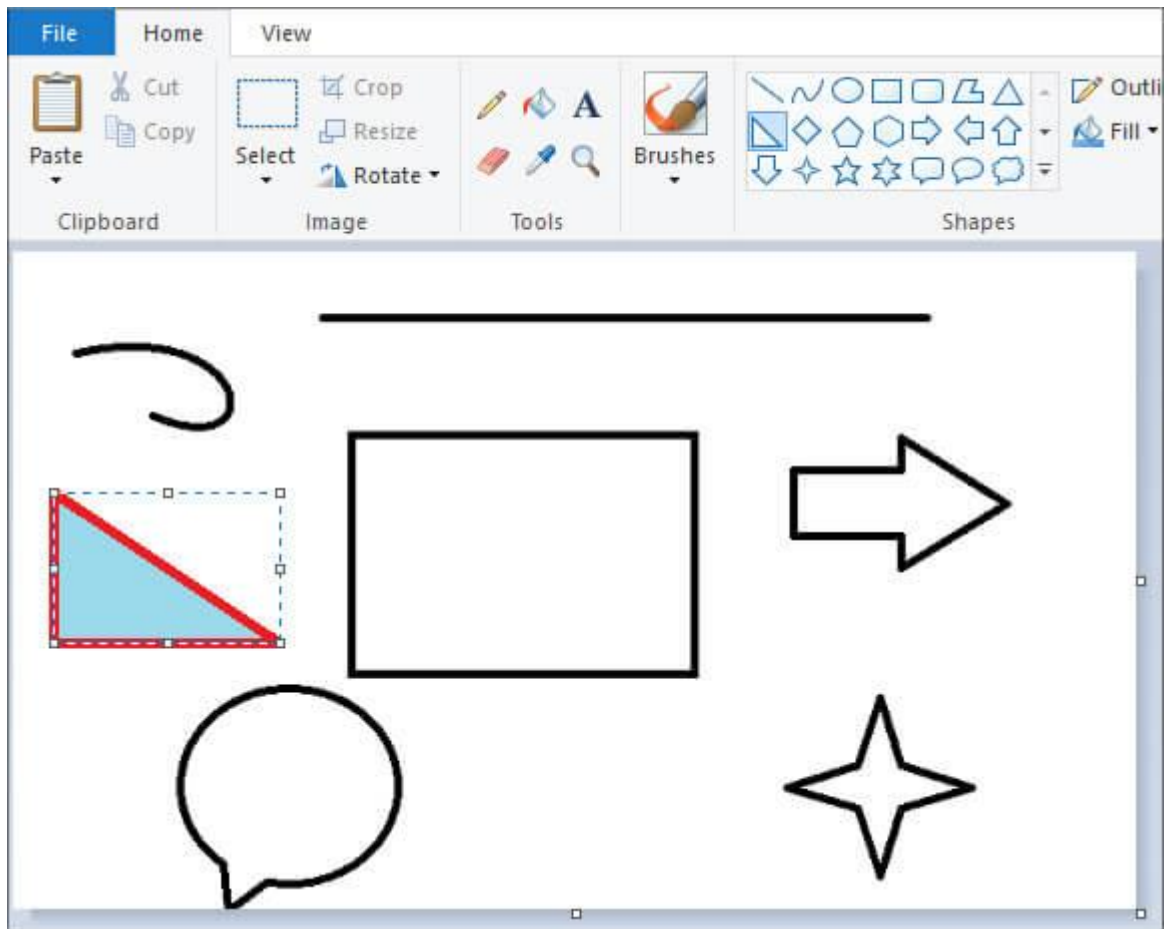


3) Change the Line and Fill colors of Shapes:

If you want to change the shape and fill color of the shape, you can choose it from the Outline and Fill options on the side of the shape.

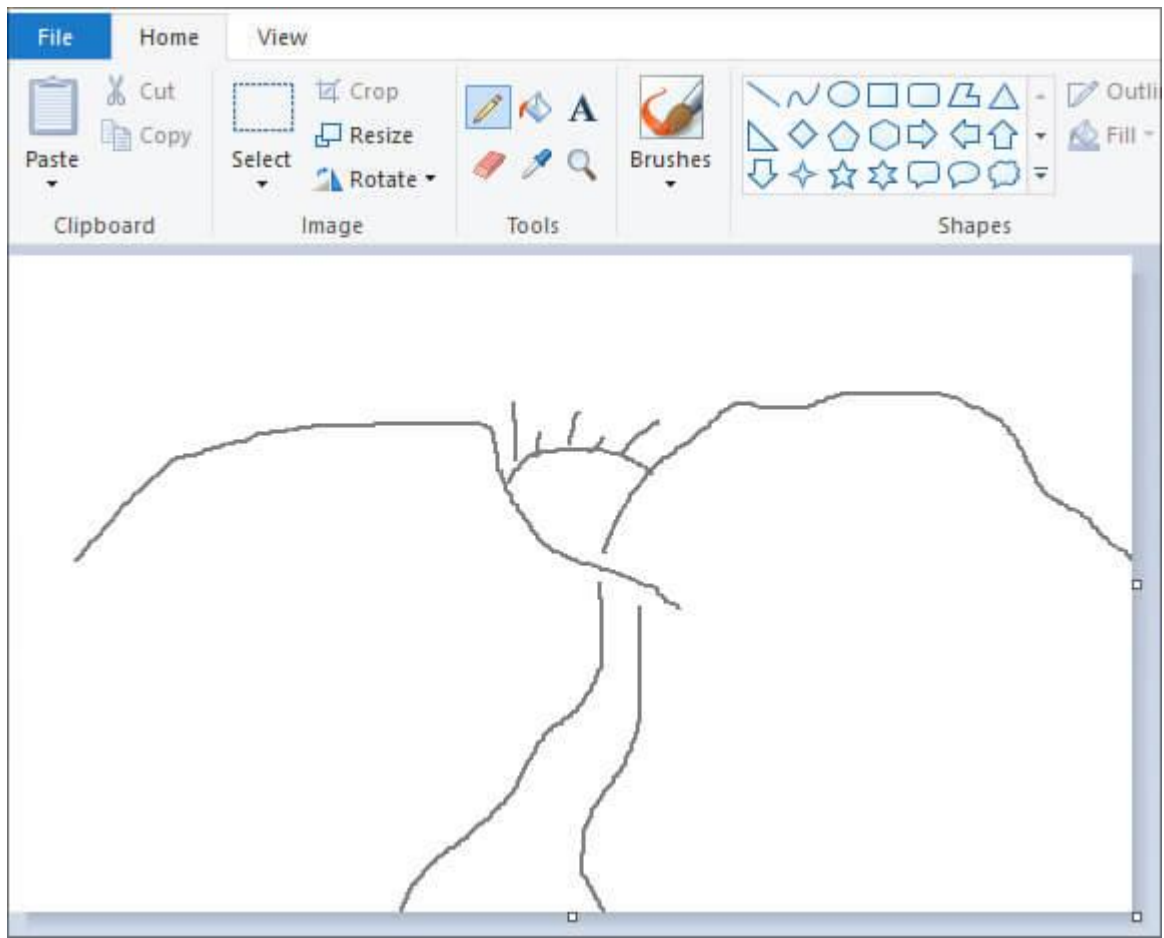


After this draw the shape. Now that shape will be seen with that outline and fill color.

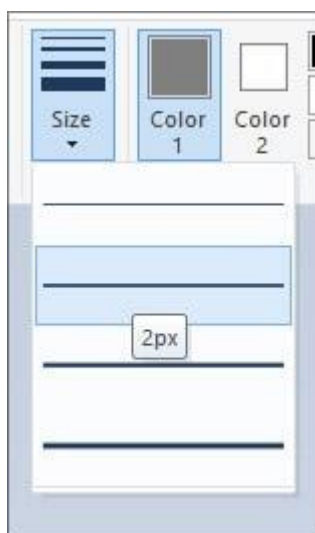


4) With Freehand Drawing Pencil tool:

Pencil is a free hand drawing tool just like a real pencil. You can draw on the canvas by selecting this tool.



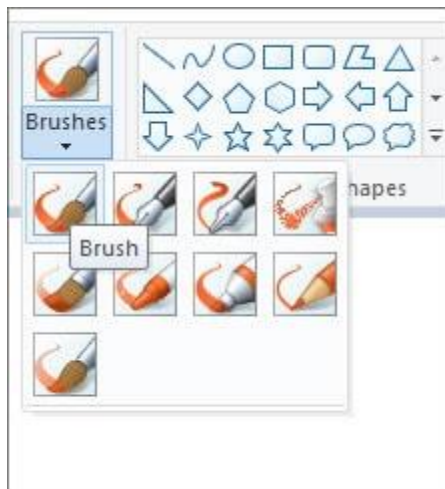
You can select the width of the pencil line with the size.



5) Paint with Paintbrush tool:

Paintbrush in paint is more versatile than pencil, as you can choose different brush "tips" for more unique lines.

Click on the down-arrow of the brushes and choose one of the brush tips.

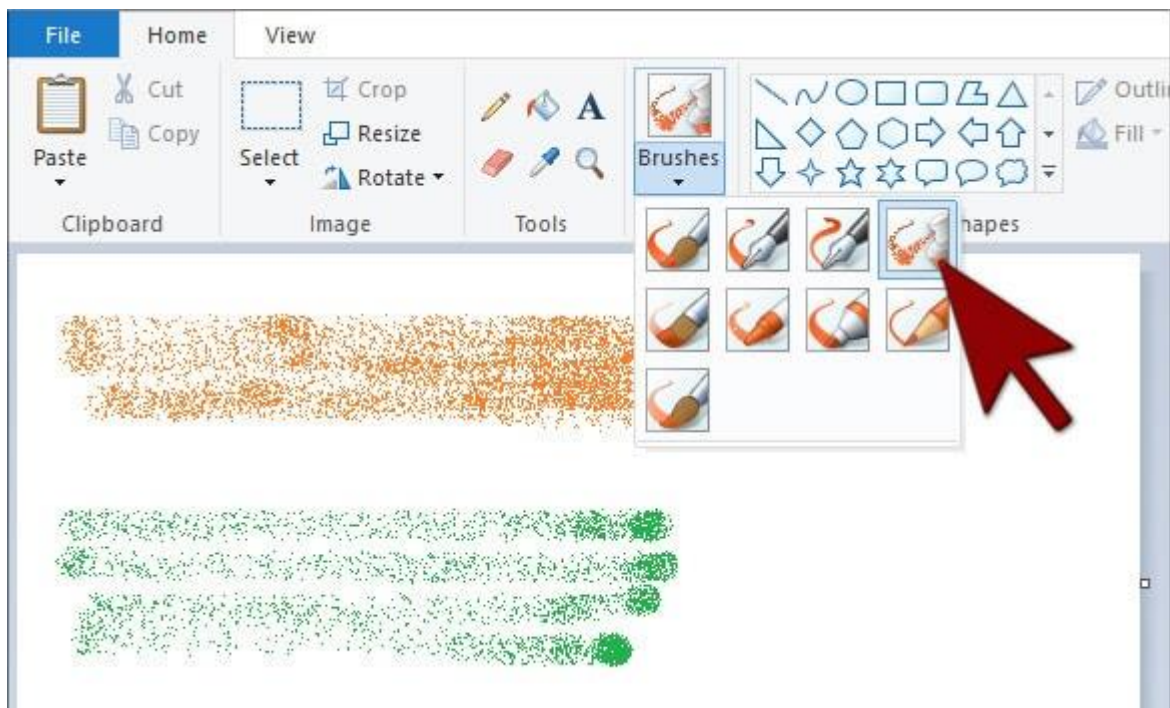


Size allows you to adjust the size of each brush.

6) Spray Colors with Airbrush:

This tool scans the selected colors on your canvas.

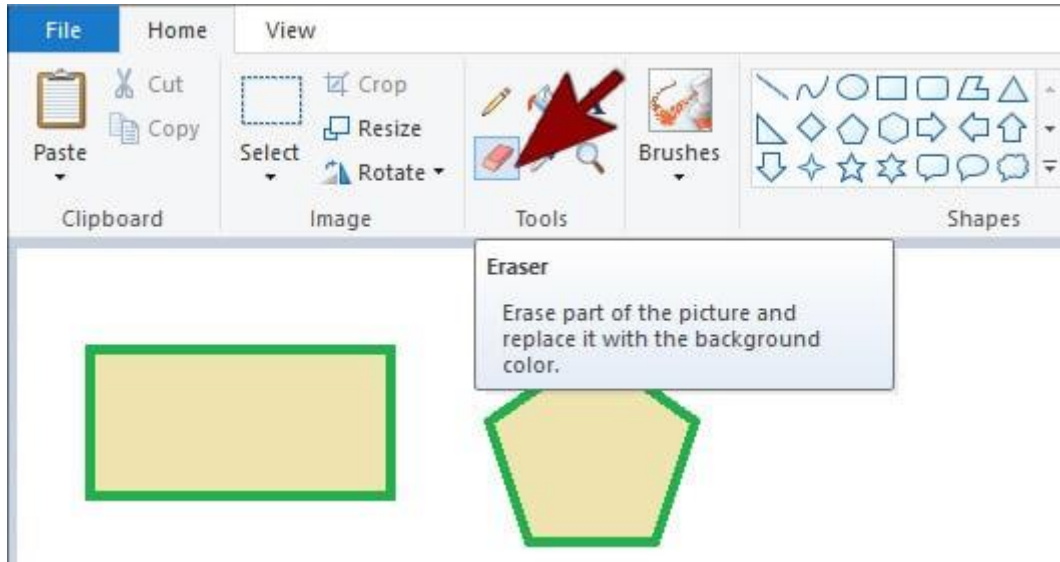
Select the Airbrush tool with brushes.



7) To erase the drawings, use the Eraser tool:

To delete a draw line or anything with a tool, click on the Eraser icon and draw on the area you want to erase.

Like other tools, you can adjust the width of the Eraser from the Size menu.



Note that whenever you use the Eraser tool, the color selected in Color 2 will be the same in its background color.

SHORTCUT KEYS

Paint Button :- Alt + F

New :- Ctrl + N

Open :- Ctrl + O

Save :- Ctrl + S

Print :- Ctrl + P

Properties :- Ctrl + E

Exit :- Alt + F4

Home Menu :- Alt + H

Clipboard Group

Cut :- Ctrl + X

Copy :- Ctrl + C

Paste :- Ctrl + V

Select All :- Ctrl + A

Crop :- Ctrl + Shift + X

Resize & Skew :- Ctrl + W

Shapes Group

Shape Size :- Ctrl + (+), Ctrl + (-)

View Menu :- Alt + V

Zoom Group

Zoom In :- Ctrl + Pgup

Zoom Out :- Ctrl + Pgdn

Show or Hide Group

Ruler :- Ctrl + R

Gridlines :- Ctrl + G

Display Group

Full Screen :- F11