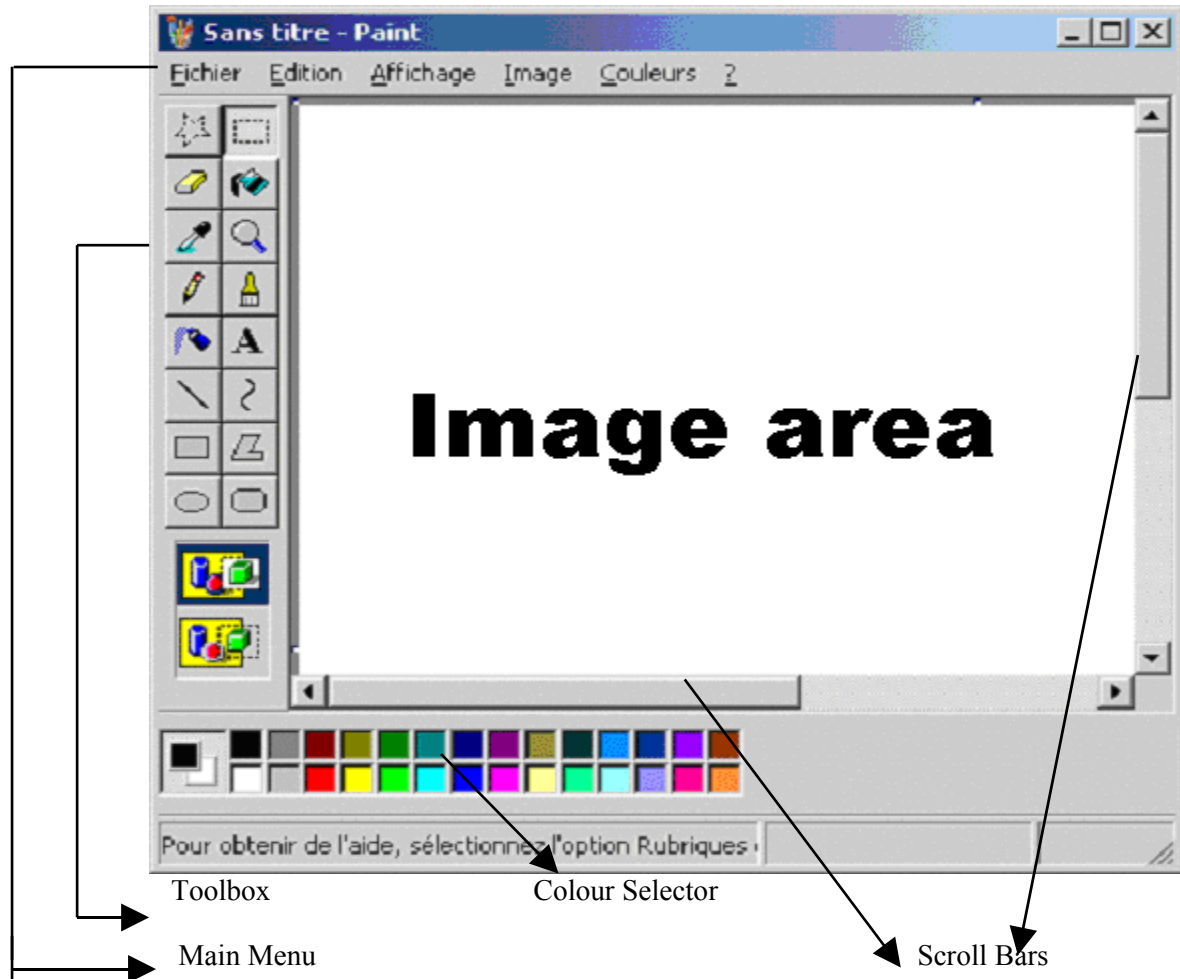


Easy Paint

| | |
|------------------------|----|
| MS PAINT..... | 2 |
| Toolbox..... | 2 |
| Lines..... | 4 |
| Line style..... | 5 |
| Objects..... | 5 |
| Object styles..... | 5 |
| Text Toolbar | 5 |
| Main Menu..... | 7 |
| File | 7 |
| Edit..... | 9 |
| View..... | 9 |
| Image..... | 10 |
| Colours..... | 10 |
| MS Paint Help..... | 10 |
| Print (Ctrl + P)..... | 11 |
| Colour Selector..... | 12 |
| Foreground colour..... | 12 |
| Background colour..... | 12 |
| Scroll Bars..... | 12 |

Easy Paint

MS PAINT



Toolbox

All the items needed to create an image can be found in the Toolbox. The Main Menu contains the options for saving, printing and manipulating the image.



Paste options, opaque or transparent background, the currently selected option is shown by the dark blue background. The opaque background this leaves a white background behind the added text or copied object. The transparent background pastes or adds the new object in place and keeps the original background of the image.



Use this option to select a specific object in the image. Whilst holding down the left mouse button and moving the mouse draw a the contour of the object or part of image you wish to select. When you have finished, release the mouse button. A rectangle will be shown, with your selection within. You can now cut (Ctrl + X), copy (Ctrl + C), or delete the selection.



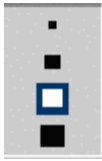
Use this option to select an area of the image. Whilst holding down the left mouse button and moving the mouse, drag the rectangle over the area to be selected. Release

Easy Paint

the left mouse button, the selection will be surrounded by a rectangle. You can now cut (Ctrl + X), copy (Ctrl + C), or delete the selection.



This is the eraser use it as you would a normal eraser, to make correction to your image. At the bottom of the toolbox you will see the following rectangle.



This selection allows you to choose the size of the eraser, so that your corrections are more precise.



This is the fill option, this is used to fill an object or area with a chosen colour.

Click


on the paint pot with the left mouse button then click in or on the object you wish to fill in. Changes can be undo using Ctrl + Z, and redone using Ctrl + Y.

You can also change the colour you use to fill in the object with.



Available colours

Current colour selected

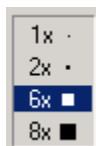
Once you have clicked on the paint pot , you can change the fill colour by clicking on any of the colours presented. The black square (the current colour selected) will change to that of the colour chosen.



This permits you to sample the exact colour at a chosen position, so that it may be reused elsewhere. Click on the sampler button then on the colour you wish to sample. Notice, below left, that the current colour has become the colour you wish to sample.



Spyglass. This is for zooming in and out on your image. Click on the part of the image you wish to zoom in on.



This rectangle just below the toolbox shows the different zoom sizes available. The current zoom is selected. It is possible to demand a less or more detailed zoom by clicking on one of the other zoom.

Once you have zoomed in and made your changes you may return to the original sized image by once again clicking on the spyglass and then the image.

Easy Paint



The pencil is for drawing free-style. Click and hold down the left mouse button, whilst the option is chosen, move the mouse to draw an object. When you have finished release the mouse button to lift the pencil from the page.

The paint colour can be changed by clicking on one of the colours from the colour selection rectangle. This will change the current colour to that selected.



The paintbrush allows you to paint using different size and styled paint brushes. Click and hold down the left mouse button, whilst the option is chosen, move the mouse to paint free-style. The brushes can be chosen from the selection presented below the toolbox.



The paint colour can be changed by clicking on one of the colours from the colour selection rectangle. This will change the current colour to that selected.



Airbrush/spray can. Click and hold down the left mouse button, whilst the option is chosen, move the mouse to spray. The paint colour can be changed by clicking on one of the colours from the colour selection rectangle. This will change the current colour to that selected.



The spray effect can be compact or less compact, use these options to choose the style.



Insert text. Valid this option, then choose the position of the text by clicking on the area with the left mouse button. Without releasing the left mouse button, drag the rectangle to a size which you think you will next for your text. Release the mouse button, you now have a white rectangle where you may type your text.



When typing your text you should see the text toolbar above, which you can use to change the look of the text. If this toolbar is not present, click on your text using the right mouse button and choose the text toolbar. See **Text Toolbar** for a description of the toolbar options.

Lines



This allows you to draw a line between two points. When enabled click the left mouse button where you wish the line to start and release the mouse button where you wish the line to end.



Click with the left mouse button where you wish to start a line, and release the mouse button at the end of the line. It is then possible to click left on the line, and whilst holding down the left mouse button, move the mouse. On moving the mouse the line will be distorted. This will be like fixing an elastic band between two points and then pulling in different directions.


Easy Paint

Line style

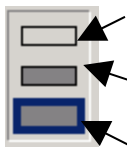


Choose the thickness of the line you wish to draw. You must set this before drawing.

Objects

- This allows you to draw a rectangle or a square using the style you have chosen (see below). Click with the left mouse buttons at the position where you wish the upper left corner of your object to be. Whilst holding the left mouse button down drop the mouse so you can see the object you wish to draw, and release the mouse button when the bottom right corner is on place. By default the object is a rectangle, but if you hold done the **Shift** key a square is drawn.
-  This is used to design a shape or and object using straight lines. Each line drawn is connected to the last line drawn. With the left mouse click on the image area, whilst holding the left button down, drag the mouse across the image area. A line will appear. When the line is to the correct size release the mouse button. Whilst this option is valid, each time that you click with the left mouse button, a line will be drawn from the end of the last line drawn and the current mouse cursor position. You can also click left and drag the mouse, as for the first line, to draw supplement lines.
- Use this option to draw an oval or a circle. Click with the left mouse button at the position where you wish the object to start, and whilst maintaining the button held down, drag the mouse over the image area just until you have an object of the desired size. By default an oval will be drawn, but if you hold down the **Shift** key whilst dragging you get a circle. Please see style options below.
- This option will draw a rectangle/square with rounded corners; otherwise it is the same as the option.

Object styles



Draws object using current foreground colour and transparent background.

Draws object using current foreground colour and current background colour.

Draws object using current foreground colour for border and background.

Text Toolbar



Text – Bold

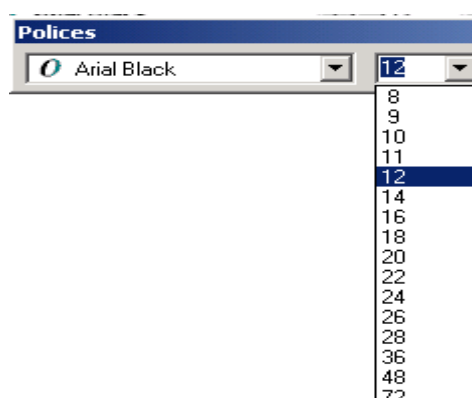
(Ctrl + B)

Text – Italic

(Ctrl + I)

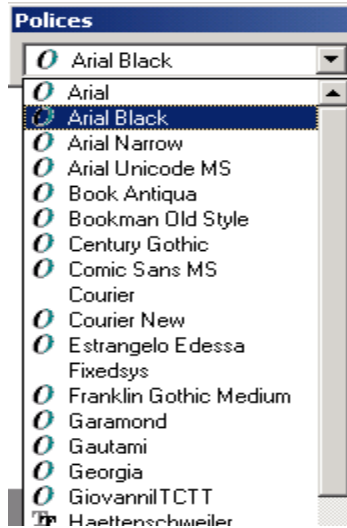
Text –

Underline (Ctrl + U)



Easy Paint

Text - size



Text – Font

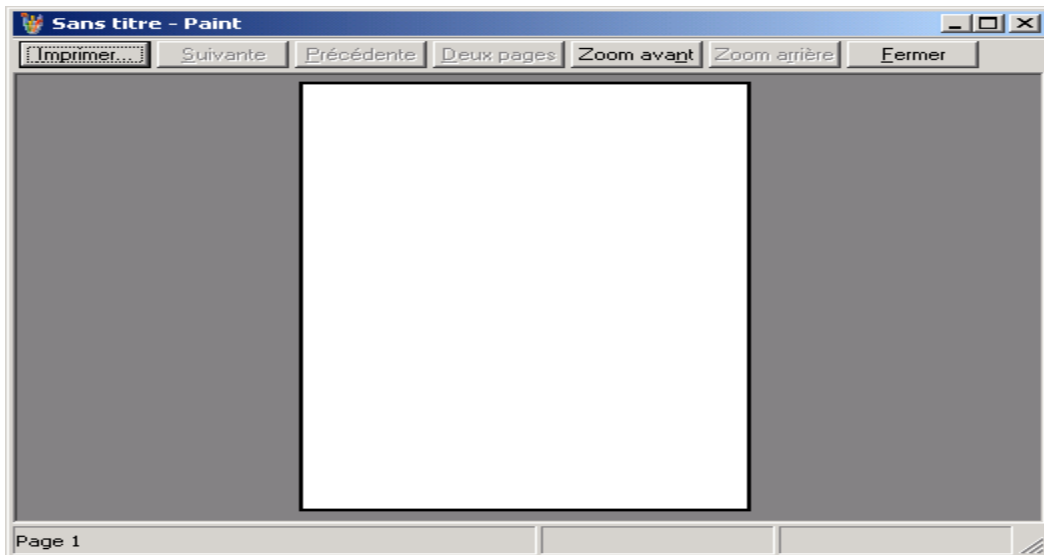
Easy Paint

Main Menu

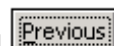
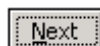
File

- New** Create a new image. If an image is already open and unsaved, or recent changes have not been saved, then you will be asked to do so. You of course can refuse if you don't wish to save the image or changes made. You could also use **Save As** to save the image under another name.
- Open** Open an existing image. You will need to know the location of the image on your hard disc, or portable disk (ZIP, floppy etc.).
- Save** This will save any changes to the already saved image file. If the image has never been saved then choosing this option would be like choosing **Save As**.
- Save As** You can save the image with a specific name and at a specified location. This will permit you to give a meaningful name to your image file, and to store it in a place where you know where to find it, and what it contains. It is also ideal to use this option if you wish to make slight changes to an already existing image file, and wish to keep the original and the new file. You open the original file using **Open**, and then you use **Save As** to save the image and any latter changes under a different name. You could build a historic of the evolution of an image by using the date to differentiate the files, and changes made e.g." MyImage040514" (YY/MM/DD).
- Scanner or digital camera** For images to copied from a scanner or digital camera, which has been already detected and installed by Windows.

Print Preview



See **Print**



If there are 2 or more pages the **Next** and **Previous** buttons may be used to switch between or to navigate through the pages.

Easy Paint

Deux pages

Show two pages at the same time, if the image covers 2 or more pages.

Zoom avant

Zoom in on the page.

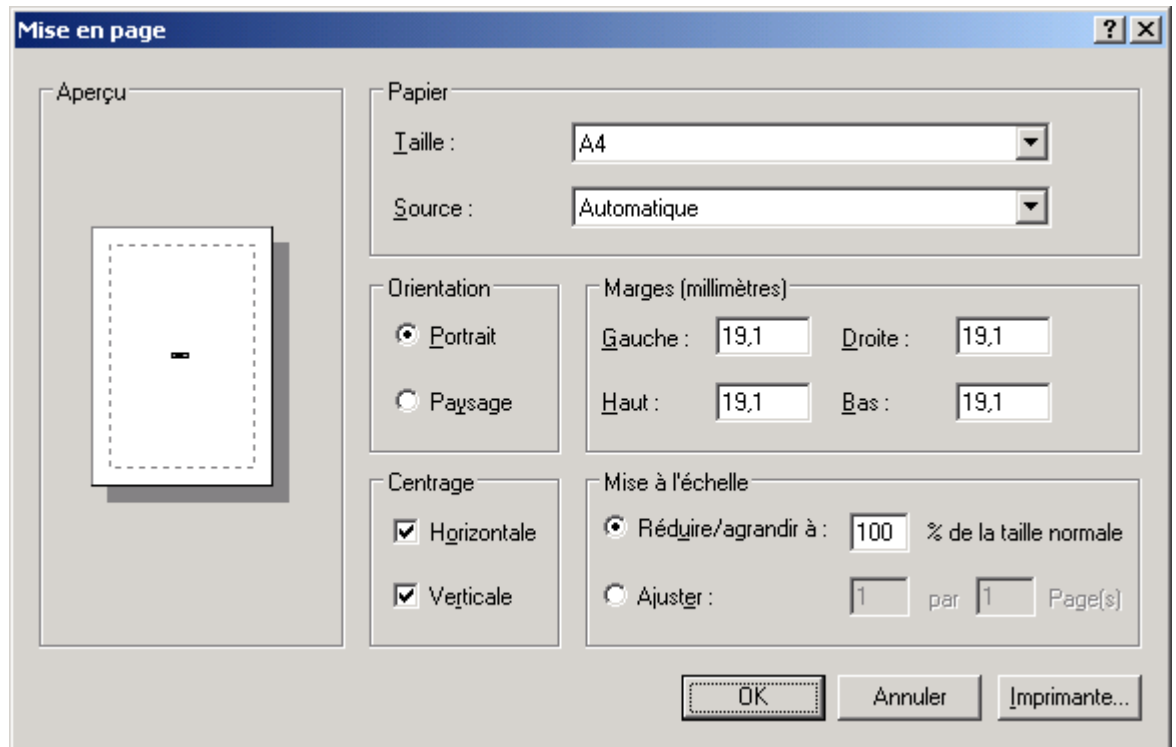
Zoom arrière

Zoom out.

Close

Close Print Preview view.

Page Setup



Print See **Print**

Send to Prepares the image to be sent by E-Mail. Your E-mail program will open with the image file attached. All you need to do is add the address and message.

Make background (Mosaic)/
Make background (Centre) Puts the image on the desk top either as a mosaic or centred image.

List of last opened images, clicking on one of these entries will open the image again.

Quit Quit the application MS Paint.

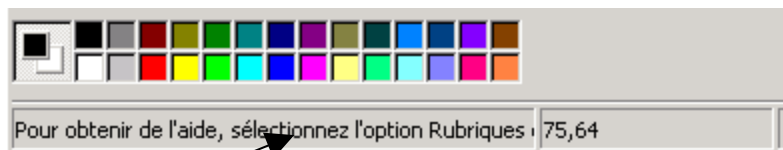
Easy Paint

Edit

| | |
|------------------|--|
| Undo | Cancel the last change made. |
| Redo | Re-insert an undone change. |
| Cut | Cut a pre-selected area. |
| Copy | Copy a pre-selected area. |
| Paste | Copy the content of the clipboard into the image. |
| Delete selection | Delete a pre-selected area. |
| Select All | Select the whole image. |
| Copy to | Copy the image to an existing file. |
| Paste from | Take the content of an existing file and copy it into the current image. |

View

| | |
|-----------------|--|
| Control toolbox | Toggle the displaying of the controls toolbox. |
| Colour palette | Toggle on/off the colour selector palette. |
| Status Bar | Toggle on/off the status bar. |



Status bar

| | |
|--------------|---|
| Text toolbar | Toggle on/off the text toolbar when editing text. |
|--------------|---|

Easy Paint

| | | |
|------------|--|---|
| Zoom | Normal | Show image at normal size. |
| | Grand | Show image zoomed in. |
| | Personalised | Show image zoomed to a chosen percentage. |
| | Grid | Show/Hide grid for precision in image design. |
| | Miniature | Show/Hide a small window showing the image in full. |
| Show image | Show image in full screen mode. Cancel full screen mode by clicking on the image with the left mouse button. | |

Image

| | |
|-----------------|---|
| Turn / Pivot | Turn or pivot the selected area or by default, the whole image. |
| Stretch / Tilt | Stretch, shrink or tilt selected area or by default, the whole image. |
| Inverse colours | Inverse the colours e.g. black to white, white to black. |
| Attributes | Attributes of the image, change the size, unities. |
| Delete Image | Delete the image. |

Colours

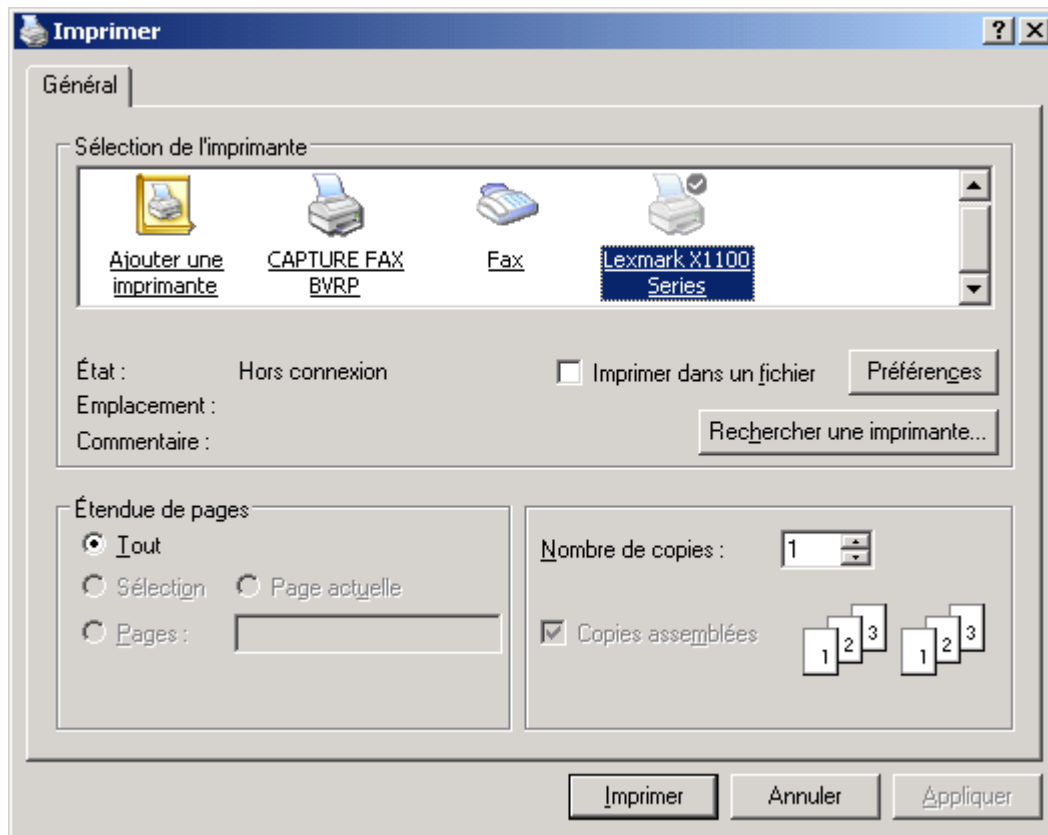


Select, define and mix your own colours, which you can put in the colour palette.

? **MS Paint Help**

Easy Paint

Print (Ctrl + P)



- ❑ Select the printer you wish to use.

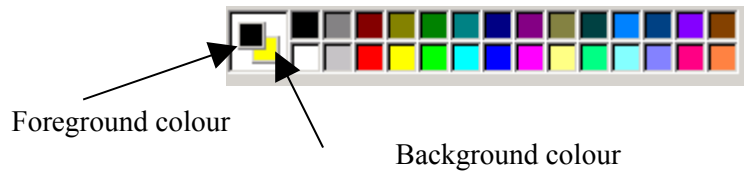
Print to File Sends the documents to a file rather than a printer.

Search Printer Search for a printer that might be connected to the computer or on the network that is not listed here.

- ❑ Choose what you want to print.
- ❑ How many copies you want.

Easy Paint

Colour Selector



Foreground colour

This colour is the one used when you draw lines or objects, enter text or fill. Choose your colour from those displayed in the paint palette to the right by clicking on the colour with the left mouse button.

Background colour

The back colour is the background colour. By default this is white unless otherwise set. When you cut or delete a section of the image you will see the background colour, even if you have filled the image or an object with another colour. To change the background colour, click on another colour from the available selection using the right mouse button.

Scroll Bars

The scroll bars allow you to move over the focus of the window view, allowing you to see parts of the image that are off screen. They will appear automatically if the image is too big for the window in which it is to be displayed. This may be because the window has been resized. They also appear if you zoom in on your image and the image is now too big to display in the current window.

The scroll bars will allow you to move vertically and horizontally depending on what part of the image has over run the border of the current window.