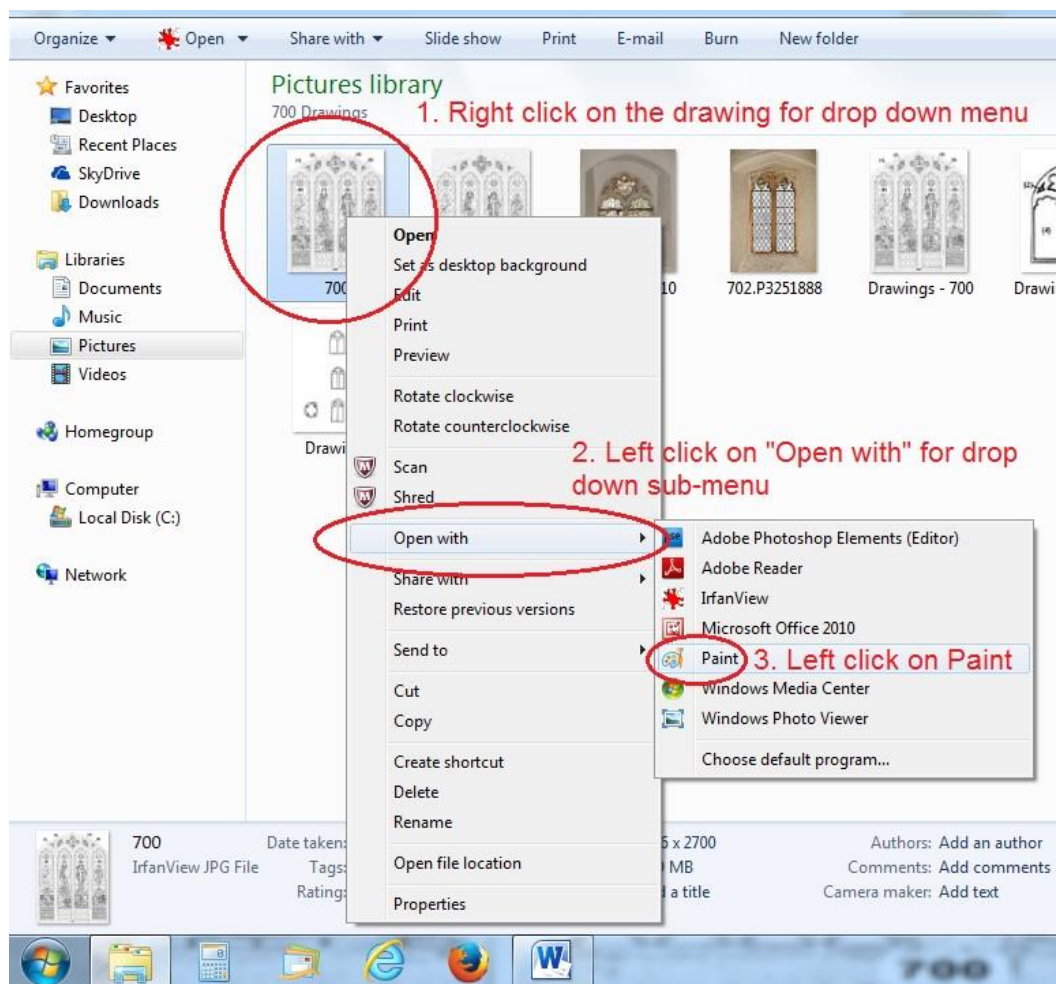


## USING MS PAINT PROGRAM

Paint is a standard program in the Microsoft Windows package. It enables you to write and draw on any photograph or drawing which you have saved in "My Pictures". Usually, these will be in Jpeg or PNG format. It does not work for text documents, such as those written using Word or saved as PDFs. To use it for those you must scan the document and save the scan as a Jpeg or PNG in My Pictures. Don't confuse with Paint 3D program.

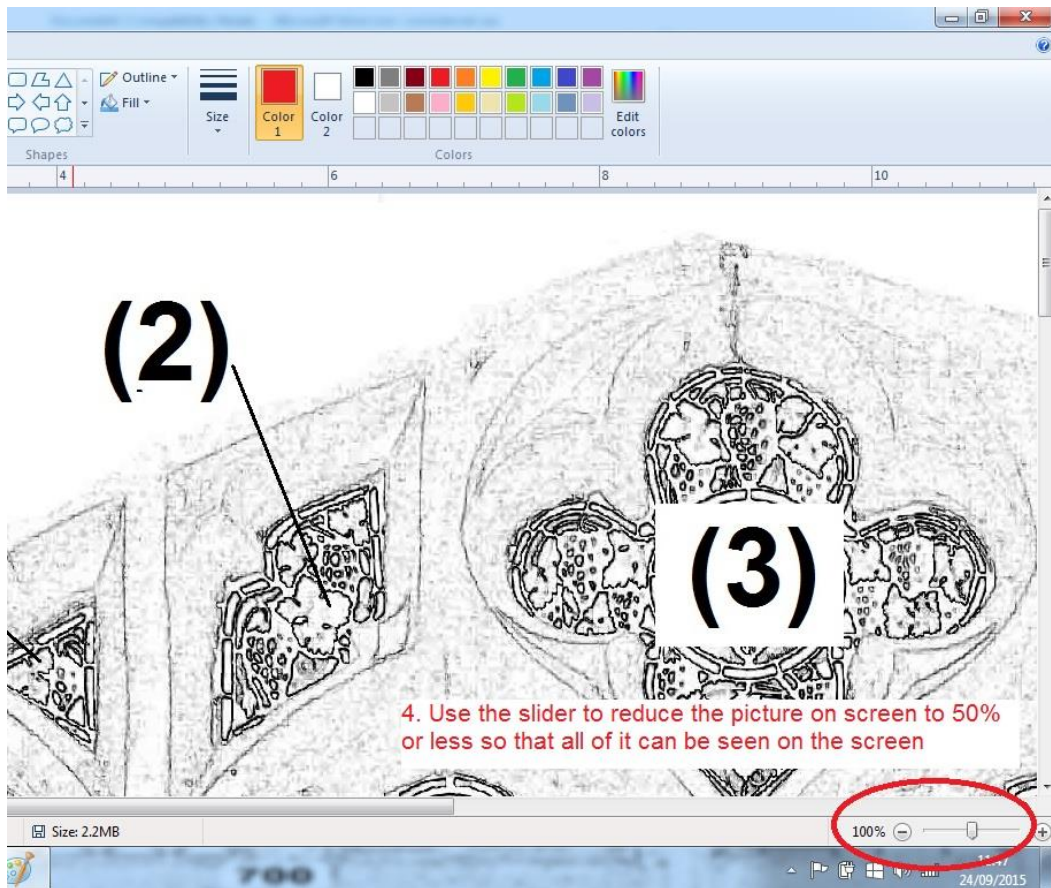
### For numbering, adding text and drawing

Open your Pictures library and find the picture you want. Right click on the icon (don't "open" the picture) and follow the steps 1. to 3. shown below:

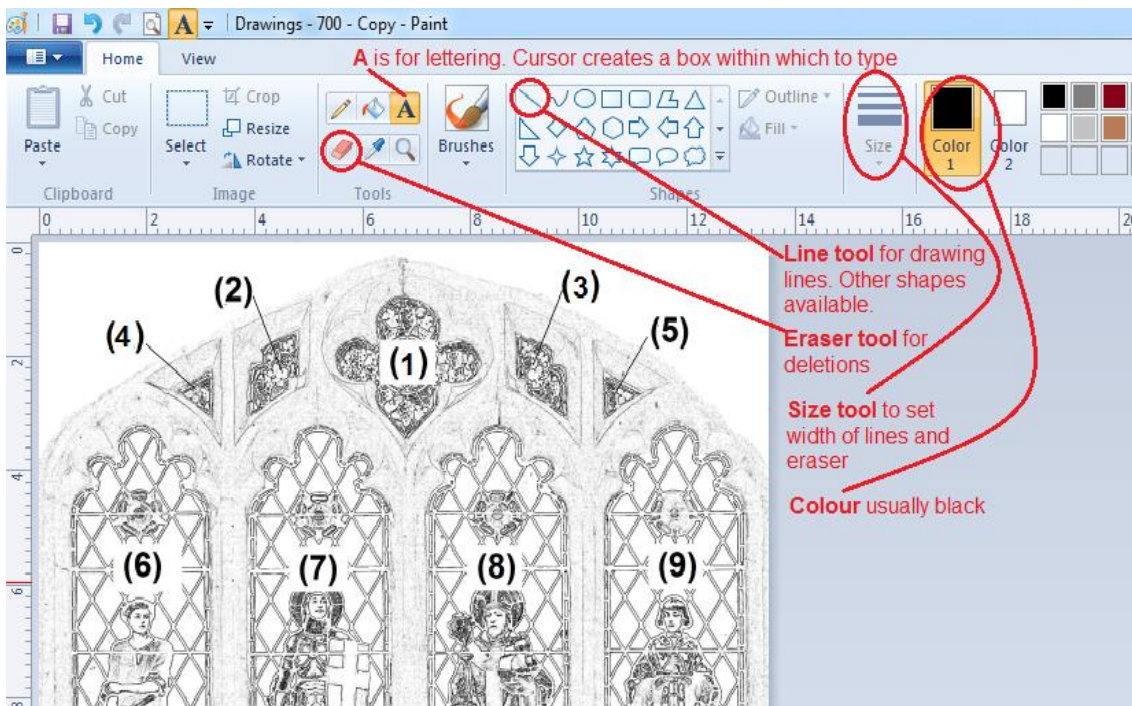


This opens the Paint program with your picture on the screen.

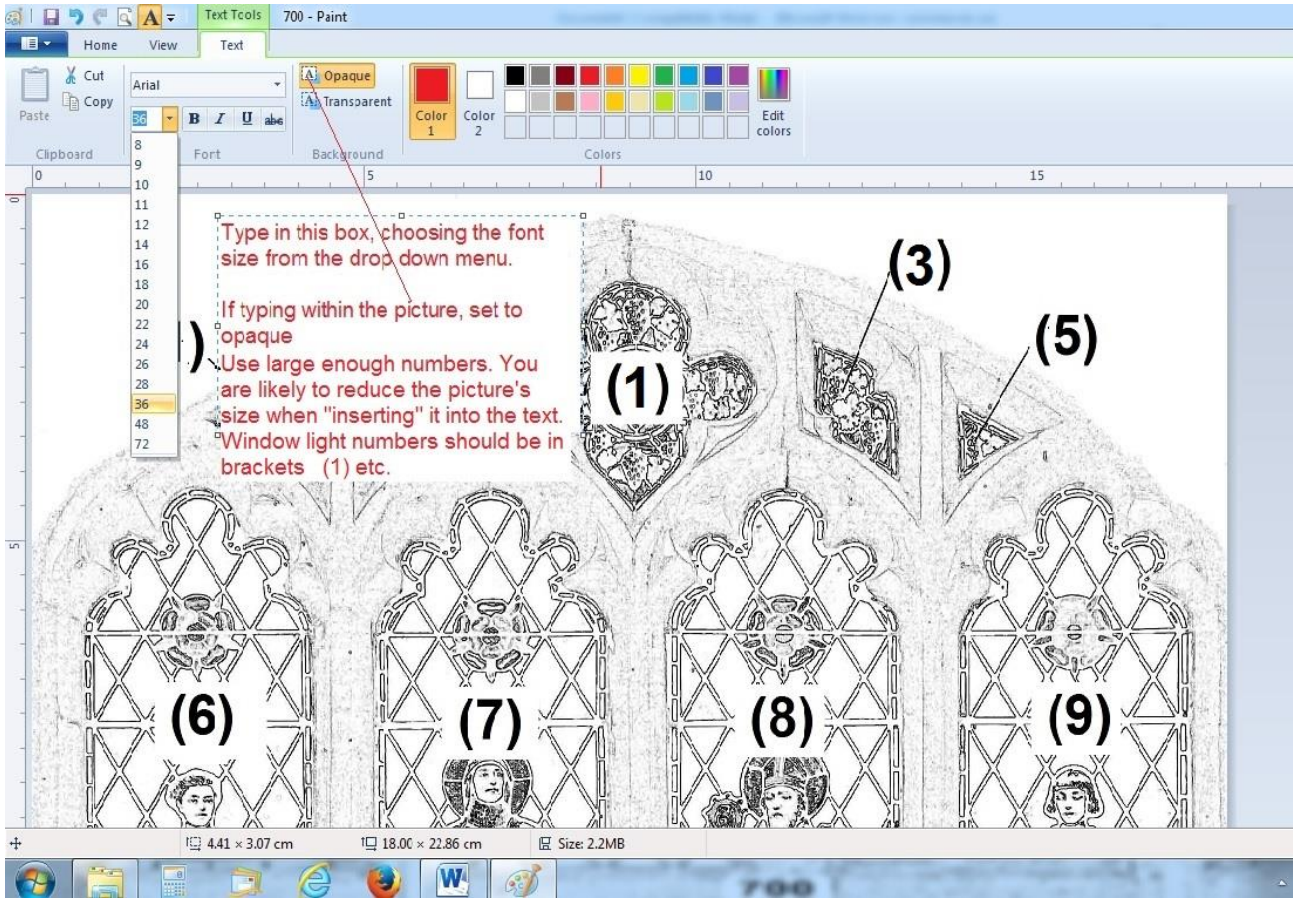
It will be too large for you to see all of it on the screen. To make it manageable use the size slider to reduce it to 50% or even 25% to bring all you need into the screen. See the screen print below:



You are now ready to use the tools of the Paint program to add the details to your picture as follows:



The examples above show numbering superimposed onto a window picture using the tools described.



For numbering, click “A” and a box appears into which you type the number. Font and its size can be adjusted after you have created the box, but not before. If typing outside the picture, select “transparent”. If typing over it, select “opaque”, adjusting the size and placing of the box using its handles. Ensure that vital detail is not obliterated.

Mistakes can be eliminated by using the “undo” or the eraser.

When happy, “File”, “save as” to save the picture in Jpeg or PNG format. BUT, rename it when saving it so that the original is not overwritten. E.g. “700 drawing” could be renamed “700 numbered drawing”.

This picture is now ready to insert into the text.

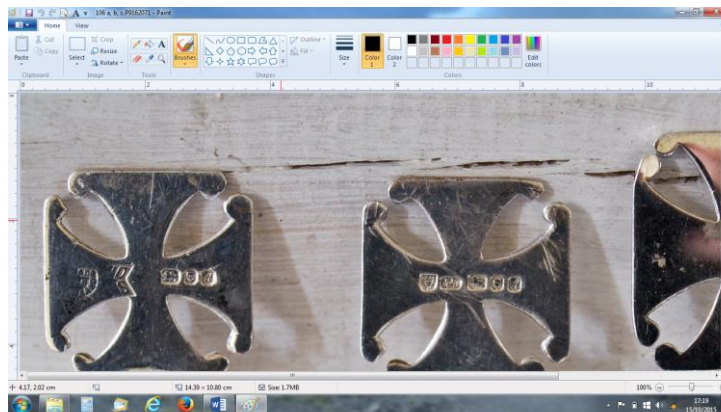
Drawings and plans scanned and saved as Jpegs can be tidied up and corrected using the eraser and shapes tools. Best to do this on a copy of the scanned document in case of a mistake.

### **Cropping**

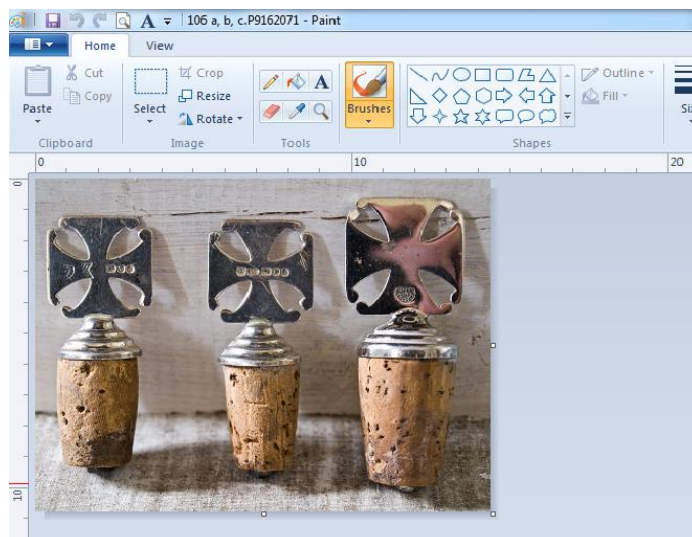
For those who do not have another program to crop pictures, Paint can be used to crop pictures. For example, the 3 stopper crosses pictured below can be cropped into separate pictures:



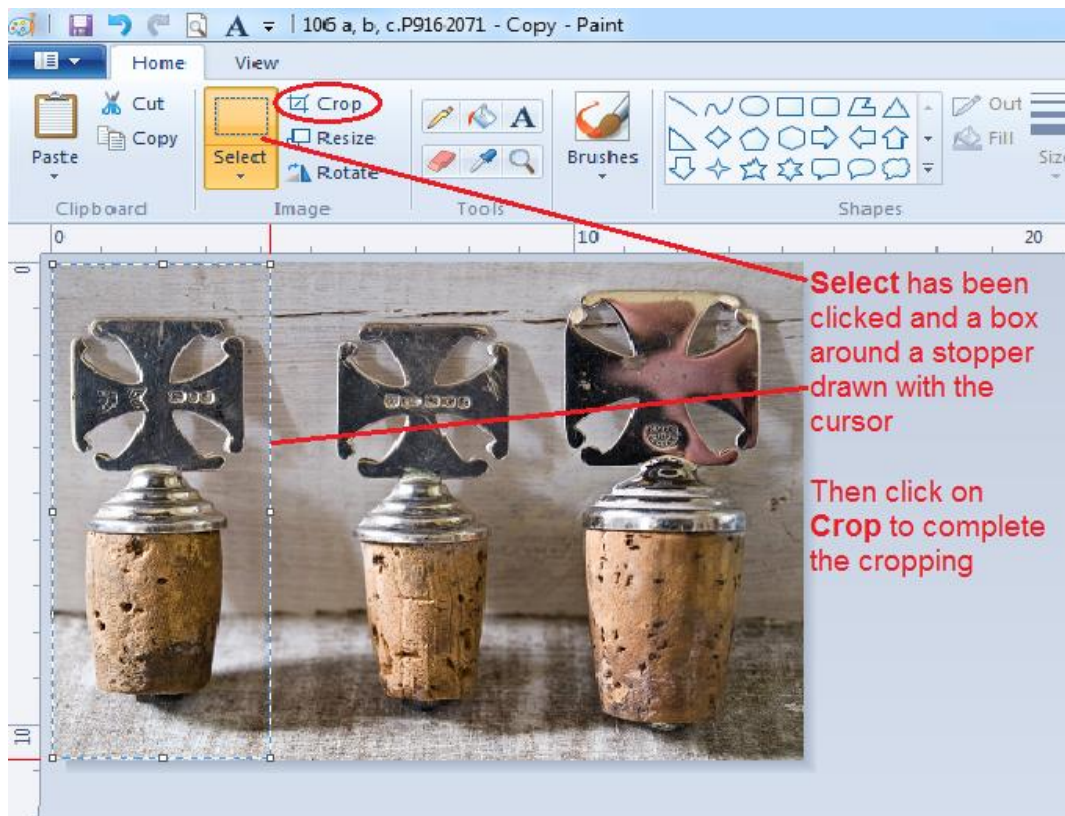
1. Create 3 copies of the picture in "My Pictures" by copying and pasting the Jpeg original;
2. Right click on one copy, select "Open with" and select Paint in the sub-menu;
3. The Paint screen will open but, again, the picture will be too large. Use the slider (bottom right) to reduce it to, say, 25%. So this:



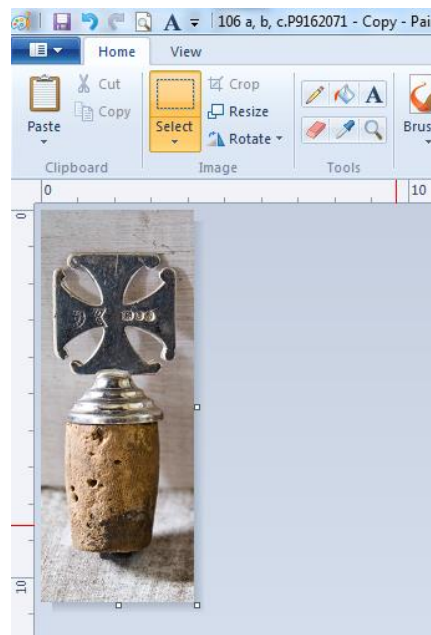
will become this:



- Clicking "Select" will enable you to draw a box around the stopper you wish to produce as a single stopper cropped picture:



- The result:



- "Save" as a Picture