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# Introducing Microsoft Paint 5.1 for Windows XP

Welcome to Paint 5.1 for Windows XP. With this upgrade, you will find that you can create and edit graphics more easily than ever before.

This guide shows you how to use Paint to create simple graphics with color. It also shows you how to crop and modify existing graphics.

## To Install Paint

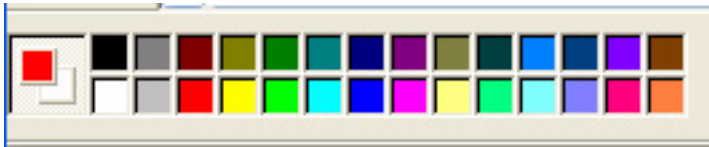
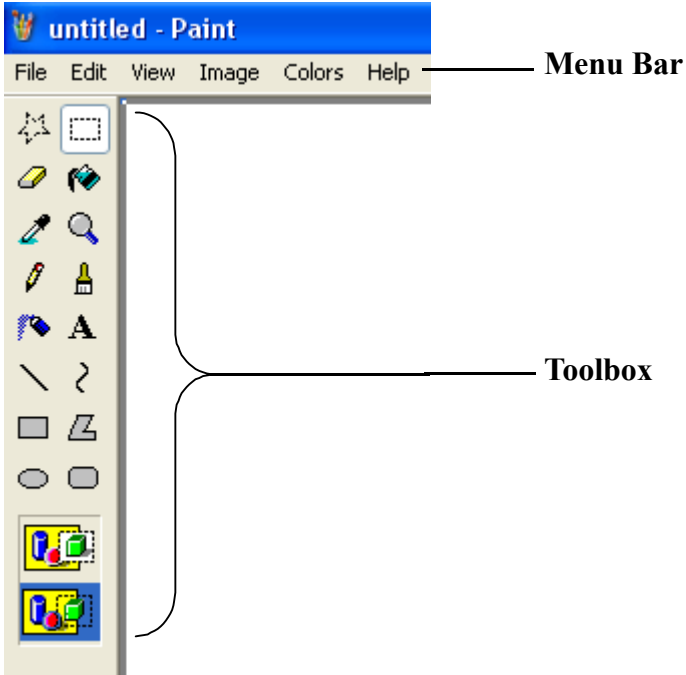
1. Restart Windows and do not start any other applications.
2. Insert the CD-ROM for Paint 5.1 into your CD-ROM drive.  
An installation wizard appears on your screen.
3. Follow the directions in the installation wizard.
4. Reboot your computer after the installation is complete.

**Note:** The installation instructions were mocked up for this sample document.




















# Overview

Paint 5.1 includes a menu bar, toolbox, and color box. The table explains each of the tools in the toolbox.





**Color Box**

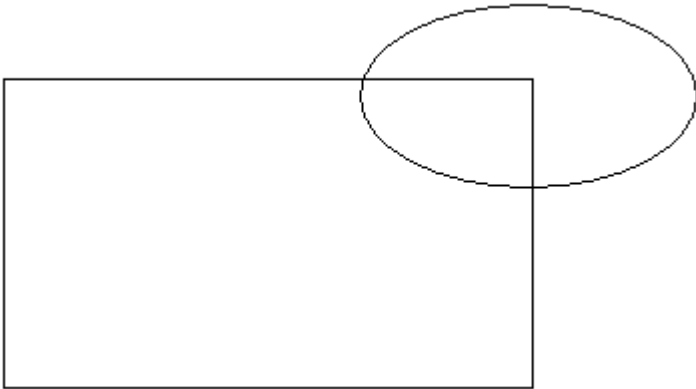
Use This Tool	To Do This
	Select free-form regions
	Select rectangular regions
	Erase an object or color
	Fill a selected area with color
	Pick a color
	Magnify an object or section
	Draw a pencil-thin line
	Draw a brush line
	Create a textbox
	Draw a line
	Draw a curve
	Draw a rectangle
	Draw a polygon
	Draw an ellipse
	Draw a rounded rectangle
	Apply an opaque background
	Apply a transparent background



# Creating Graphics

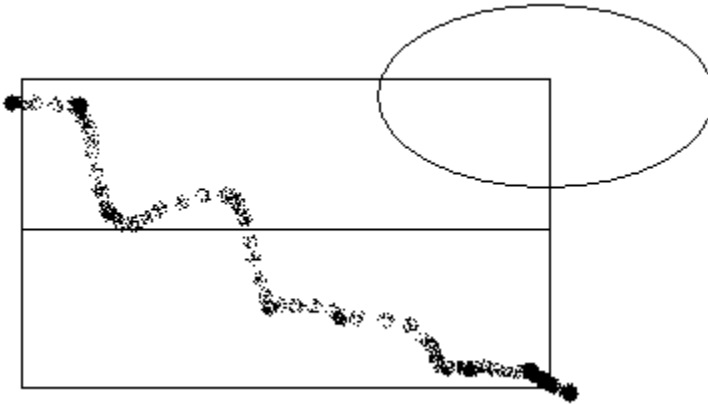
This section will familiarize you with some of the tools and menus for creating graphics.

## To draw simple shapes


1. Click the tool for drawing rectangles.   
Variants of the tool appear at the bottom of the toolbox.
2. Click the cursor on the screen and drag it diagonally to create a rectangle of the desired height and width.
3. Click the tool for drawing ellipses. 
4. Drag the cursor across a corner of the rectangle to create an overlying ellipse.



5. Click the line tool. 
6. Drag the line tool across the center of the rectangle  
**Tip** Hold down the Shift key while dragging the line tool to keep the line straight.
7. Click the brush tool  and drag it across the graphic to create a fluffy, wavy line.



### To rotate and skew graphics

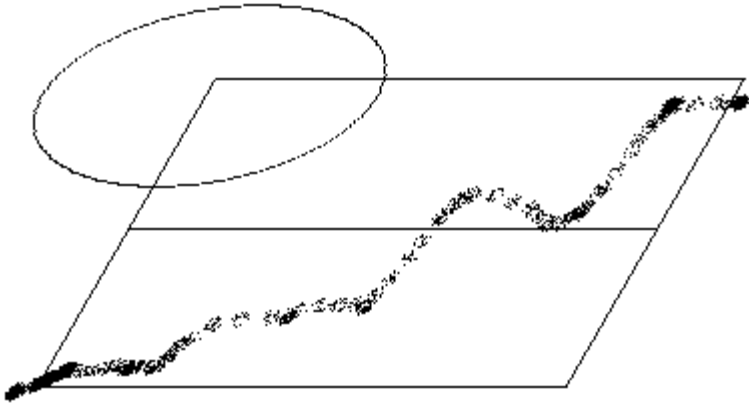
1. Click the tool for selecting rectangular regions. 
2. Drag the selection tool over the graphic until it is fully enclosed (selected).
3. Click **Image>Flip/Rotate**.

The **Flip and Rotate** dialog box appears.

4. Select the appropriate horizontal or vertical rotation. Or select **Rotate by angle**, and select 90°, 180°, or 270°.
5. Click **Image>Stretch/Skew**

The **Stretch and Skew** dialog box appears.

6. Enter the amount of stretching or skewing that you want.



### To add text to graphics

1. Click the textbox. **A**
2. Drag the cursor diagonally to create a textbox.
3. Type the text.

**Tip** If you plan to export the graphic from Paint into Word, you may want to explore the text options on the Drawing toolbar in Word.




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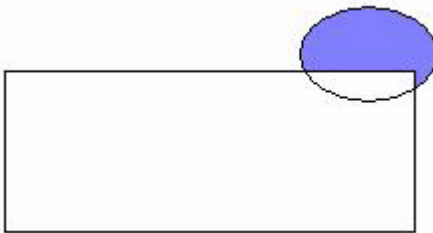
## Applying Color


When used carefully, color can greatly enhance illustrations. Online documents can be produced as inexpensively in color as in black and white. Paint makes it easy to apply color to graphics such as those on the previous page. You can select colors from the color box or create customized colors.

### To apply color to a graphic

1. Click the paint can. 
2. Click a color in the color box.
3. Click the section that you want to color.

The color appears in the section.



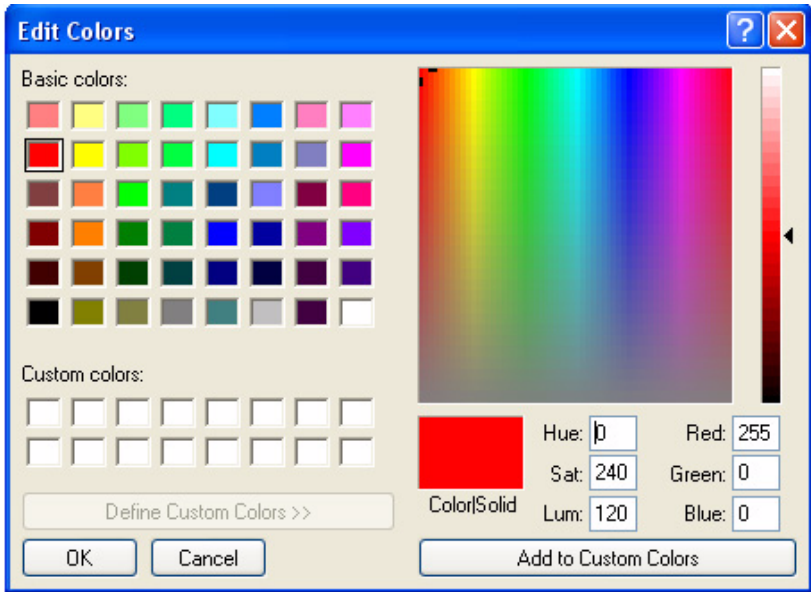
4. Click the paint can again. 
5. Click another color in the color box.
6. Click the background.

The color appears on the background.

### To customize color

1. Click **Colors>Edit Color**
- The Edit Colors dialog box appears.
2. Click **Define Custom Colors**

A color spectrum appears.




3. Click on the color spectrum and move the cursor horizontally until you find the color you want to use.

4. Click **Add to Custom Colors**.

The color appears in **Custom Colors**.

5. Repeat the process until you have as many custom colors as you need.

6. Click the paint can. 

7. Click the custom color you want to use first.

The color appears at the left end of the color box.

8. Click the section of the graphic that you want to fill.

# Importing Graphics

You may need to import graphics from other sources or download photos from a digital camera.

## To download photographs

1. Read the directions with your camera to find out how to download photos onto the hard drive of the computer.
2. Connect the USB cable from the camera to the USB port on your computer.

A dialog box for your specific camera appears. This dialog box is irrelevant to Paint 5.1.

3. Click **File>From Scanner or Camera**.

A screen appears with thumbnail views of the images in your camera.



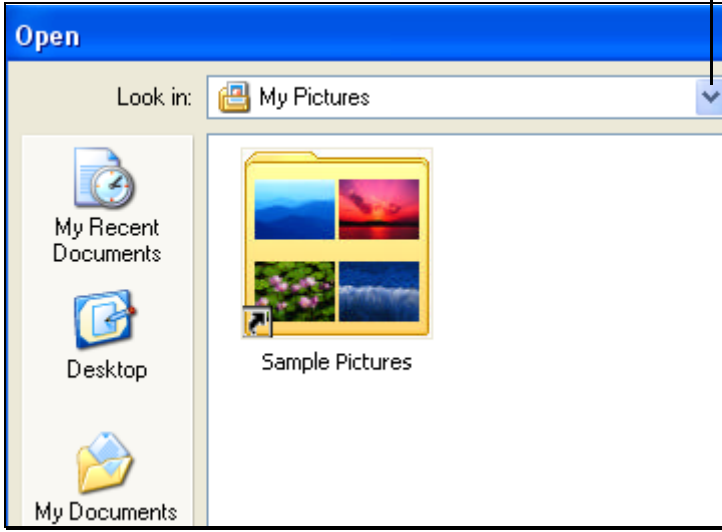
3. Scan the thumbnails and click the image you need.
4. Click **Get Picture**.
5. Save the photos as a GIF, JPEG, or BMP.

## To import graphics

1. Click **File>Open**

**Drop-Down List Box**

The **Open** dialog box appears.



2. Select from the drop-down list box the appropriate folder and select the image you want to use.
3. Click the image to import it into Paint.

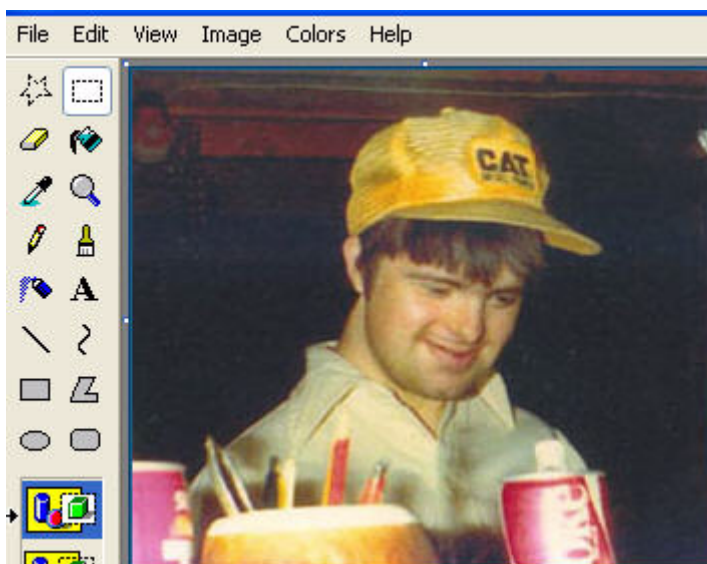
## Cropping and Erasing Graphics


When illustrating a document, you may want to use only a section of a graphic and crop the rest. In Paint, cropping graphics requires selecting the section of the image you want to keep and clearing the rest from the screen.

A closely related function is erasing distracting elements and applying color to the modified sections so they blend in with the rest of the graphic.

### To crop images

1. Import the image you want to use.



2. Click the rectangular selection tool  and drag it over the image to select the section that you want to keep.
3. Click **Edit>Copy**.
4. Click the cursor outside the selected area.

## 14 Getting Started

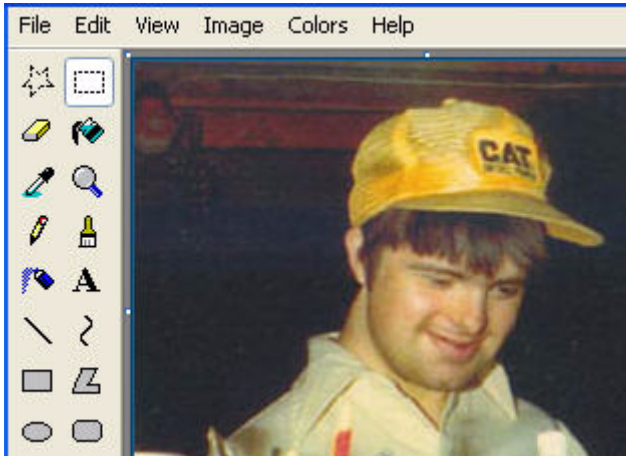
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5. Click **Image>Clear Image**.

The paint screen clears.

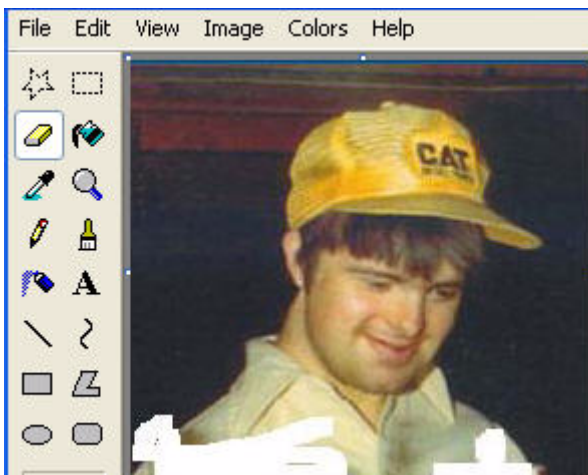
6. Click **Image>Paste**.

The selected section of the image appears on the screen.



### To erase elements in images

1. Click the eraser tool  and drag the cursor over the elements you want to remove.



2. Apply color to blend the modified areas into the rest of the graphic. Customize color as needed. See **Applying Color**.

