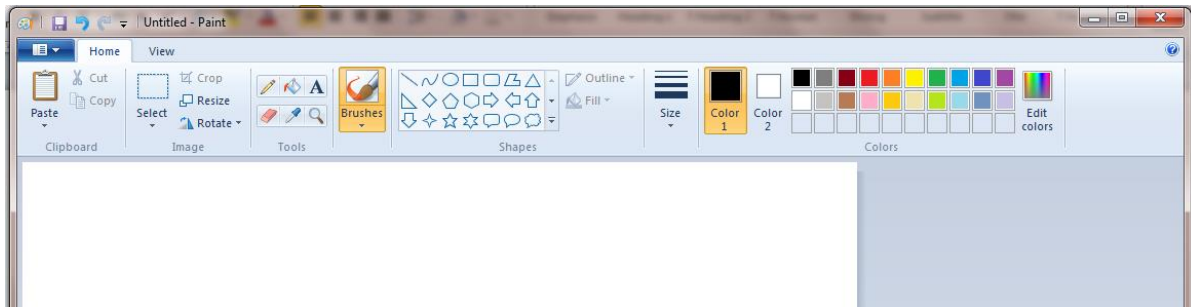# Paint Program and Snipping Tool

Getting Started with Paint

Microsoft Paint is a program that is included on computers running a Microsoft OS. To start the program:

- Click the Start icon ▊ ►Windows Accessories ►Paint

You should see a window similar to the following. If the white space shown is small, use your mouse to click and drag the bottom right corner to enlarge it.

The menu buttons at the top show the many options you have for drawing and writing in Paint.

Let's start by creating a picture similar to the following:

What a lovely picture
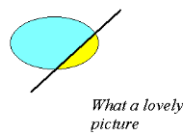
- Select the oval button ⬭ and place your cursor on the white space. Hold and drag until the oval is the desired size.

- Select the line button ╲.   To change the thickness of the line, click on the desired size ▤ . Then click and drag to draw a line that cuts through the oval.

- To fill the shapes, click on the fill button 🖌 and select the desired color from the choices on the right. Place the "fill" cursor over the left portion of the oval and click to fill it with the color. Select a different color and fill the other portion of the oval.

- To add text to the picture, click on the text button **A** . Click and drag your cursor to create a text box. Click inside the text box and type as normal.
  - Notice that it uses the last color selected. To change it back to black, highlight the text and then select black from the choice of colors.

  - With your text still highlighted, you can change the font characteristics, by selecting the options from the Text/Text Tools tab. Change your font to italic and make it larger. You can make other changes as, well.

  - Note: You must make all changes to text before you click outside of the text box. Otherwise, Paint will no longer let you select the text.

Suppose the line is too long and we want to change the picture. Paint does not let you select individual items – it considers everything just to be a single picture.

- Select the eraser button 🧹 and place your cursor over the end of the line. Hold the mouse button down and move your cursor to erase part of the line. It will erase everything in your picture while you hold down the mouse button – so be careful with it.

Now paste this picture into a Word document by following the directions below:

- Use the cursor to resize the white space to fit nicely around your picture

- Click on Select ► Select All. Then copy by typing Ctrl-C or by clicking the Copy button on the top menu.

- Open a new Word document and paste (Ctrl-V) this figure in the document. Resize it as needed. (Save your Word document as **PaintActivity_YourLastName.docx**)

Play around with the other buttons in Paint so that you understand what they will do.

Mathematics with Paint
Paint can be used to help edit graphs and mathematical expressions that you may want to include in documents.

- Open Geometer's Sketchpad 4 found in the LabShare folder on the desktop.

- Under the Graph menu, select Plot New Function. In the pop-up window that appears, type x^2 and click OK. You should now see a graph of $y = x^2$ along with axes and a grid.

- Before copying the graph into Paint, let's change some of the features. If the *x*-axis does not already have labels at $\pm 1, \pm 2, \ldots$, drag the point at $x = 1$ to adjust the grid so that these labels appear. Then remove the grid, by selecting Graph ►Hide Grid. Click on the parabola to select it (make sure only the parabola is selected) and select Display ►Line Width ►Thick to change the thickness of the curve. Also, change the color to black by selecting black under Display ►Color menu. Then select *only* the 2 points marked at the origin and at $x = 1$. Select Display ►Hide Points to hide them.

- Now click on Edit ►Select All and then type CTRL-C to copy it.

- Go to the Paint Program and select the File Tab and select New. [It will prompt you to save your last graph – click no since you do not need to save it.]. Place your cursor in the white bitmap space and select Paste. You should now see the GSP graph in Paint. ***If it does not appear in Paint, try this fix:*** Copy and paste the GSP picture into a blank word document. Then from there copy and paste it into Paint. [Unfortunately this fix seems to give really bad resolution on the graph. Don't worry about it for now. You can also use the Print Screen option explained on the next page.]

- Erase the f(x) = x² in the upper corner. Erase the *x*-axis outside of -2 and 2 and the *y*-axis below -1. Use the text button to add *x* and *y* labels for each axis.

- Erase the very tops of the parabola and add small lines to make arrows on the ends of the graph, indicating that it goes on forever. (See below).
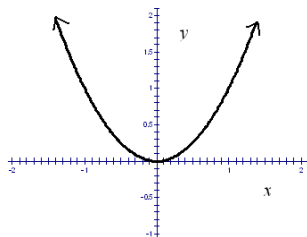
- If needed, resize the white background to fit tightly around the graph.

- Copy and paste this figure into the same Word document as your last picture. Resize it as needed.


Creating Snapshots

Suppose you are creating instructions on how to use some computer software and you would like to include a snapshot of the screen or of the menu buttons. For example, the picture of the Paint program at the beginning of this document or any of the buttons, such as A.

Let's create snapshot of the Geometer's Sketchpad program (since it is already open).

- Go to your GSP Window and open a new sketch. Press the Print Scrn key on your keyboard. This will not print the screen to the printer – rather, it will save a copy of the screen to paste elsewhere.

- In the Paint Program, select Paste from the top menu (in the Home Tab). If you are asked if you want to enlarge the bitmap, click yes.

- You should now see the GSP window in the Paint Program.

- Click Select and then draw a rectangular box around only the top menu and side options (see figure below) of GSP. Type Ctrl-C to copy it.

- Select File ▶ New to get a new clean bitmap. Then select Paste to paste this last image into a new workspace. Resize the bitmap (white space) as needed.

- Add text and lines to get the following picture.
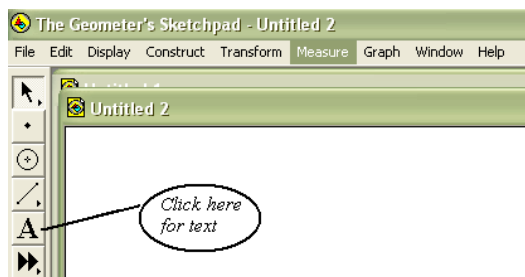
You can copy and paste as before, but we'll save it this time to learn something new.

- Click File ▶ Save. The default is to save as a .PNG file. To change it to a JPEG file, click on the arrow ▾ by Save as type to open the different options. Select JPEG and save the picture. Remember the location and filename.

- In the same Word document, move your cursor below the last figure and click on Insert ▶ Pictures. Select your file from the folder where you saved it and click Insert.   Resize as needed.

Snipping Tool

Instead of printing the entire screen and pasting into Paint, we can use the Snipping Tool to copy from the computer screen.

- Go to your Paint Window and open a new blank document.

- Click the Start Icon Click the Start icon ►Windows Accessories ► . The following window should appear.
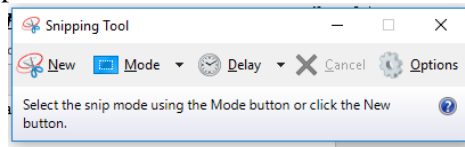
- Drag the cursor around the Tools Tab in Paint: . It is automatically copied (you do not need to type CTRL-C).

- Go back to your Word document and use CTRL-V to paste the snipped picture into the Word document. Resize it and add text so that it looks like the figure below.

Here are the different tool options:

Resize all of the figures in your Word document so that they all fit on one page.

Type your name in the document.

If you haven't done so already, save your Word document as PaintActivity_YourLastName.docx.

Email the document to crawford@elmhurst.edu