

Using Paint

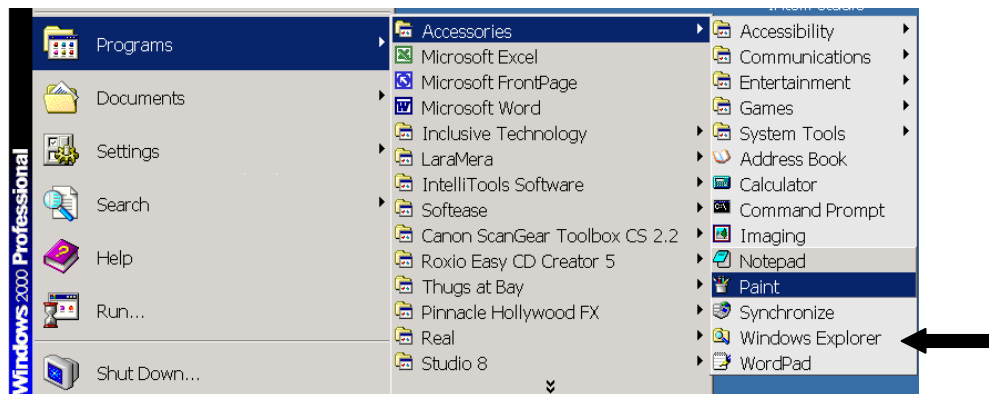
Quick Guide

Created 06/03

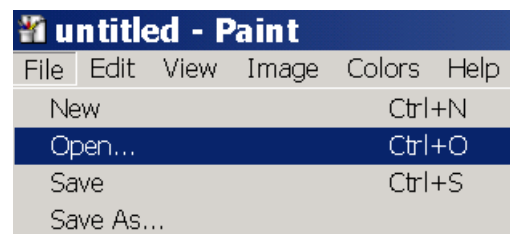
56

Paint is a great program that comes with all windows computers. You can use it to resize and move digital camera photos, change the file format, edit scanned images, change the colour of a symbol.

To find 'Paint' go to the *Start* menu and then up to *Programs* and go across to *accessories* and then look for *Paint*

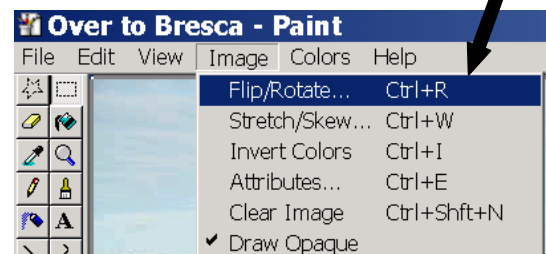


Now you will have a blank Paint document open, now you need to open a digital photo that you have stored in the computer. Go to *File* and then *Open*.



Now you will have a digital photograph in the paint document, a box may come up and say that the picture you are inserting is bigger than the box do you still want to proceed, click on *yes*.

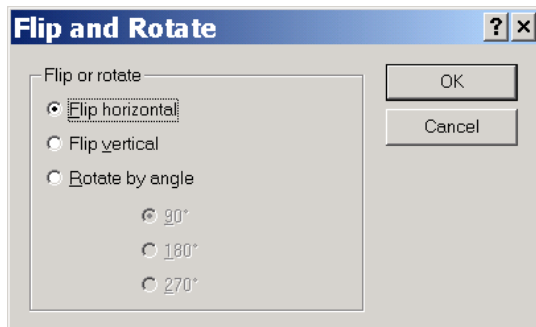
If the picture has been taken portrait rather than landscape then you can turn it around using Paint. Go to *Image* and then to *Flip/Rotate*



CALL Centre
University of Edinburgh, Paterson's Land,
Holyrood Road, Edinburgh, EH8 8AQ
Tel: 0131 651 6236
<http://www.callcentrescotland.org.uk>

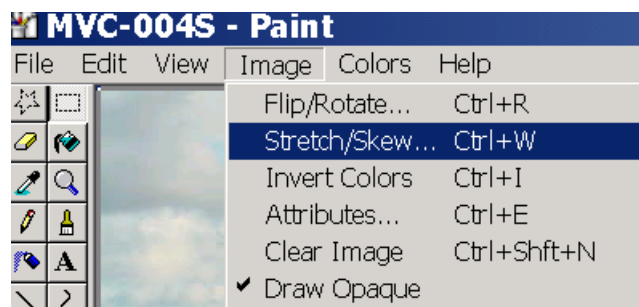
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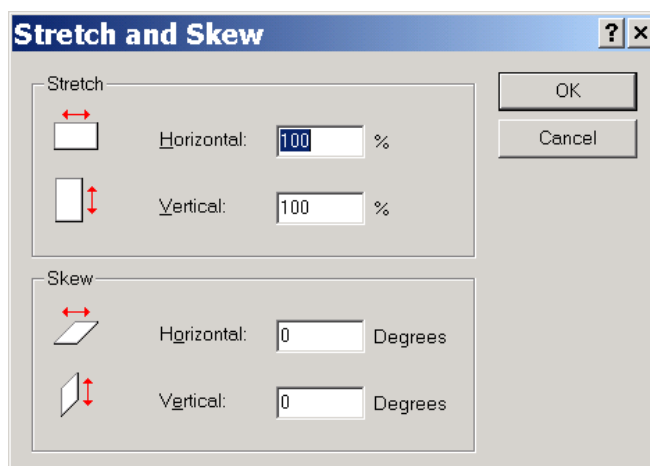
By using the *Flip Horizontal* or *Flip vertical* you will be able to make the image any way you want. Sometimes you might want to *rotate by angle*.

Sometimes you will find that the picture you have taken appears very large on the screen. This means that the file size will be big. So you will want to make the picture smaller, this is especially important if you want to add a picture to your boardmaker library. You can reduce the picture size by going to:

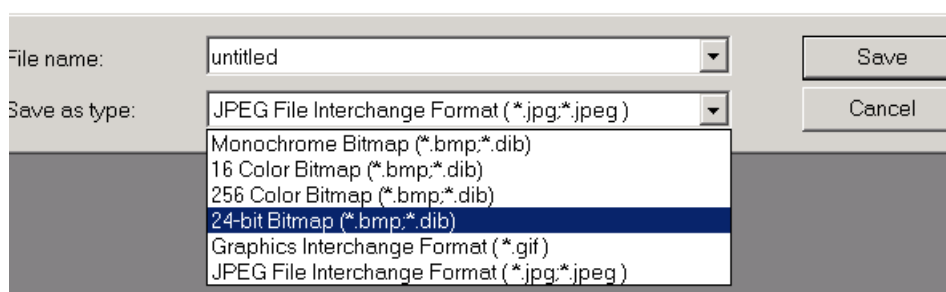


Images and then *Stretch/ Skew*

Another screen will appear. In here you can make the picture smaller *Stretch* and larger *skew*. It is a good idea to reduce the price by 50% first and then see if you need to reduce again. Remember that there is an undo in the *Edit* menu if you don't think the photo is the right size.



If you need a picture in another file format, for example jpeg to bmp (bitmap) for Boardmaker V then you open up the photo as usual, reduce or move to the size that you require, and then you go to the *File* menu and down to *Save as*. In here you can choose the format you want to save the picture as.



If you are copying an image out of Paint then make sure you drag the white area to exactly around the picture otherwise you will end up with white around the image. Move the mouse pointer to the bottom right hand corner and move it around till you see a small two headed black pointer, click and drag with this.