


Paintbrush

A graphics application with a variety of tools for creating simple or elaborate drawings.

application Control-menu

	
R estore	Restores the application window to its former size.
M ove	Moves the application window to another location.
S ize	Changes the size of the application window.
M inimize	Shrinks the application window to an icon.
M aximize	Enlarges the application window to its maximum size.
C lose	Closes the application window.
S witch To...	Starts Windows Task List.

title bar



Contains the title of the application running in the window, in this case Paintbrush.

- Drag the title bar to move an application window on the screen.

Minimize button



- ▶ Click the Minimize button to shrink the Paintbrush window to an icon.

Maximize button



- ▶ Click the Maximize button to enlarge the Paintbrush window to its maximum size.

File menu

File	
<u>N</u> ew	Creates a new drawing.
<u>O</u> pen...	Opens an existing file.
<u>S</u> ave	Saves changes to the current drawing.
<u>S</u> ave <u>A</u> s...	Saves a new drawing or an existing drawing under a new name.
<u>P</u> age <u>S</u> et <u>u</u> p...	Sets margins, and adds headers and footers.
<u>P</u> rint...	Prints a drawing.
<u>P</u> rinter <u>S</u> et <u>u</u> p...	Sets printer options before printing.
<u>E</u> xit	Exits Paintbrush and closes the Paintbrush window.

Edit menu

<u>E</u>dit	
<u>U</u>ndo	Undoes the most recent drawing or editing action.
<u>C</u>ut	Places a cutout from your drawing onto the Clipboard.
<u>C</u>opy	Copies a cutout from your drawing onto the Clipboard.
<u>P</u>aste	Pastes a copy of the Clipboard contents into the drawing.
<u>C</u>opy To...	Saves a cutout in a file.
<u>P</u>aste <u>F</u>rom...	Retrieves a cutout from a file and places it in a drawing.

View menu

<u>V</u>iew	
Zoom <u>I</u>n	Magnifies part of a drawing so you can change a pixel at a time.
Zoom <u>O</u>t	Fits a drawing to the size of the drawing area.
<u>V</u>iew Picture	Removes everything but the drawing from the screen.
✓ <u>T</u>ools and Linesize	Removes the Toolbox and Linesize box from the window.
✓ <u>P</u>alette	Removes the Palette from the window.
<u>C</u>ursor Position	Displays the pointer position as x-y coordinates.

Font menu

Font

- Terminal
- Helv
- Courier
- Tms Rmn
- Symbol
- Roman
- Script
- Modern
- ✓ System

Changes text to a different font.

Style menu

Style	
✓ <u>N</u>ormal	Cancels character styles.
<u>B</u>old	Makes text bold.
<u>I</u>talic	Italicizes text.
<u>U</u>nderline	Underlines text.
<u>O</u>utline	Outlines text with the current background color.
<u>S</u>hadow	Creates a shadow around text.

Size menu

Size			
6	24	44	66
8	26	45	70
10	28	48	72
12	30	50	74
15	32	52	75
16	36	54	76
18	37	56	78
19	38	57	80
20	40	60	84
22	42	64	

Changes the size of the text to the font size you choose.

Pick menu

Pick

Flip Horizontal

Flips a cutout from side to side.

Flip Vertical

Flips a cutout from top to bottom.

Inverse

Inverts the colors in a cutout.

Shrink + Grow

Changes the size of a cutout.

Tilt

Tilts a cutout.

Clear

Changes the area within the cutout to the background color.

Options menu

Options

Image Attributes...

Specifies the settings for a new drawing.

Brush Shapes...

Changes the shape of the Brush tool.

Edit Colors...

Creates a custom color and places it in the palette.

Get Colors...

Retrieves color palettes saved in a file.

Save Colors...

Saves color palettes in a file.

Help menu

Help

Index

Displays an alphabetical list of all Help topics.

Keyboard

Displays Help on Paintbrush key combinations.

Commands

Displays Help on Paintbrush commands.

Procedures

Displays Help on Paintbrush procedures.

Tools

Displays Help on Paintbrush tools.

Using Help

Displays information about Windows Help.

About Paintbrush ...

Displays important information about Paintbrush.

menu bar

<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>F</u> ont	<u>S</u> tyl <u>e</u>	<u>S</u> ize	<u>P</u> ick	<u>O</u> ptions	<u>H</u> elp
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Contains the names of all the Paintbrush menus.

Font

Terminal
Helv
Courier
Tms Rmn
Symbol
Roman
Script
Modern
✓ System

Changes text to a different font.

Click a menu name to display the menu commands.

Scissors tool



Draws a cutout. A cutout is a selected portion of a drawing. You select a portion of a drawing so that you can carry out an action that affects the cutout. For example, you can copy and paste cutouts, move cutouts, and change the size and shape of cutouts.

Use the Scissors tool instead of the Pick tool when you want the cutout to follow an object's contours.

Font

- Terminal
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- ✓ System

Changes text to a different font.

Select the tool and drag the pointer until the cutout is

enclosed.

Pick tool



Defines a rectangular cutout. A cutout is a selected portion of a drawing. You select a portion of a drawing so that you can carry out an action that affects the cutout. For example, you can copy and paste cutouts, move cutouts, and change the size and shape of cutouts.

Use the Pick tool instead of the Scissors tool when the cutout's size and shape don't need to be precise.

Font

- Terminal
- Helv
- Courier
- Tms Rmn
- Symbol
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- Script
- Modern
- ✓ System

Changes text to a different font.

size you want it.

Select the tool and drag the pointer until the cutout is the

Airbrush



Sprays dots in the drawing area.

The drawing width you choose from the Linesize box determines the diameter of the spray. You select the color of the spray by choosing a foreground color.

Font

- Terminal
- Helv
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- Modern
- ✓ System

Changes text to a different font.

Select the tool and drag the pointer through the drawing

area.

Text tool



Inserts text in the drawing area.

With menu commands, you can choose a font and font size. You can also choose font styles such as bold, underline, and italics. You select the color of the text by choosing a foreground color.

Font

- Terminal
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Changes text to a different font.

Select the tool, move the pointer into the drawing area,

and click where you want to start typing.

Color Eraser



Changes the foreground color to the background color.

Use the Color Eraser if you want to change only one color of many in a drawing. The drawing width you choose from the Linesize box determines the eraser size.

Font

Terminal
Helv
Courier
Tms Rmn
Symbol
Roman
Script
Modern
✓ System

Changes text to a different font.

Select the color you want to erase as the foreground color, select the tool, and drag the pointer through the drawing area.

Eraser



Changes any color in the drawing to the background color.

The drawing width you choose from the Linesize box determines the eraser size.

Font

- Terminal
- Helv
- Courier
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- ✓ System

Changes text to a different font.

Select the tool and drag the pointer through the drawing

area.

Paint Roller



Fills a closed area with the foreground color.

Font

Terminal
Helv
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✓ **System**

Changes text to a different font.

click.

Select the tool, move the pointer inside an object, and

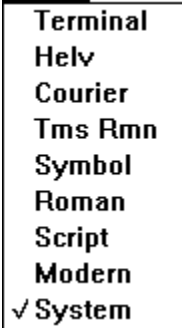
Brush



Paints brush strokes in the drawing area.

Double-click the tool in the toolbox to choose a brush shape. The drawing width you choose from the Linesize box determines the size of the Brush. You select the color of the strokes by choosing a foreground color.

Font



Changes text to a different font.

Select the tool and drag the pointer through the drawing

area.

Curve



Draws a curved line.

You can draw a line that curves in one direction or two. The drawing width you choose from the Linesize box determines the line thickness. You select the color of the line by choosing a foreground color.

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- ✓ System

Changes text to a different font.

Select the tool, and drag the pointer first in one direction

and then the other to create a simple curve.

Line



Draws a line.

The drawing width you choose from the Linesize box determines the line thickness. You select the color of the line by choosing a foreground color.

Font

Terminal
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Modern
✓ **System**

Changes text to a different font.

Select the tool and drag the pointer.

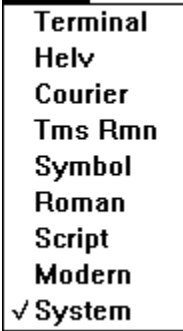
Box



Draws a box.

The drawing width you choose from the Linesize box determines the thickness of the box's sides. You select the color of the sides by choosing a foreground color.

Font



Changes text to a different font.

Select the tool and drag the pointer.

Rounded Box



Draws a box with rounded corners.

The drawing width you choose from the Linesize box determines the thickness of the box's sides. You select the color of the sides by choosing a foreground color.

Font

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- Modern
- ✓ System

Changes text to a different font.

Select the tool and drag the pointer.

Filled Box



Draws boxes filled with a color.

The drawing width you choose from the Linesize box determines the thickness of the box's border. You select the color of the border by choosing a background color and the color of the interior by choosing a foreground color.

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- ✓ System

Changes text to a different font.

Select the tool and drag the pointer.

Filled Rounded Box



Draws rounded boxes filled with a color.

The drawing width you choose from the Linesize box determines the thickness of the box's border. You select the color of the border by choosing a background color and the color of the interior by choosing a foreground color.

Font

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- ✓ System

Changes text to a different font.

Select the tool and drag the pointer.

Circle/Ellipse



Draws a circle or ellipse.

The drawing width you choose from the Linesize box determines the thickness of the circle or ellipse. You select the color of the circle or ellipse by choosing a foreground color.

Font

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- Symbol
- Roman
- Script
- Modern
- ✓ System

Changes text to a different font.

Select the tool and drag the pointer.

Filled Circle/Ellipse



Draws a circle or ellipse filled with a color.

The drawing width you choose from the Linesize box determines the thickness of the circle's or ellipse's border. You select the color of the border by choosing a background color and the color of the interior by choosing a foreground color.

Font

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✓ System

Changes text to a different font.

Select the tool and drag the pointer.

Polygon



Draws polygons by connecting straight lines.

The drawing width you choose from the Linesize box determines the thickness of the sides. You select the color of the polygon by choosing a foreground color.

Font

Terminal
Helv
Courier
Tms Rmn
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Modern
✓ **System**

Changes text to a different font.

Select the tool, drag the pointer to create lines, and

double-click to complete the polygon.

Filled Polygon



Draws polygons filled with a color by connecting straight lines.

The drawing width you choose from the Linesize box determines the thickness of the polygon's border. You select the color of the border by choosing a background color and the color of the interior by choosing a foreground color.

Font

- Terminal
- Helv
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- Modern
- ✓ System

Changes text to a different font.

Select the tool, drag the pointer to create lines, and

double-click to complete the polygon.

Linesize box

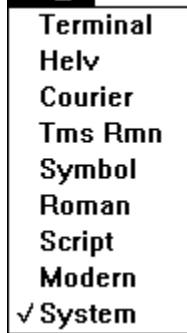


Determines the width of any lines you make with Paintbrush tools.

Line width affects:

- The border size of objects made with the box, circle/ellipse, and polygon tools.
- The thickness of lines made with the Line and Curve tool.
- The width of Brush strokes and diameter of Airbrush spray.
- The size of the erasers.

Font



Changes text to a different font.

line width.

Move the pointer to a line width and click to choose the

foreground and background colors



Colors used in a drawing's foreground and background. In the above example, the foreground color (black) sits on top of the background color (white). The foreground color is the color you draw with. The background color is the color you draw on.

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Changes text to a different font.

Move the pointer to a color in the palette and click the left button to select a foreground color or the right button to select a background color.

Palette



Colors you can use in a drawing.

You can choose background and foreground colors for your drawing. You can also change a color on the palette to a custom color.

Font

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Changes text to a different font.

Move the pointer to a color, and click the left mouse button to choose a foreground color or click the right mouse button to choose a background color.

image



Example of a drawing you can create in Paintbrush.

drawing area

Area in which you can create your drawings. If the drawing area is smaller than the Paintbrush window, a black frame separates it from the gray area (the area where you cannot perform any Paintbrush actions).

The drawing area can also contain text or graphics copied from another application.

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Changes text to a different font.

Choose the Image Attributes command from the Options

menu to specify drawing size you want.

pointer



The object on the screen that follows the mouse's movement and indicates which area of the screen will be affected when you click the mouse button. Outside the drawing, the pointer is usually arrow-shaped. In the drawing, the pointer is usually cross-shaped. However, if you select the text tool, the pointer changes to an I-beam; if you select the Paint Roller, the pointer changes to a Paint Roller.

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Changes text to a different font.

Move the mouse to move the pointer.

application window

The main window for an application, in this case the Paintbrush window. It contains the Paintbrush tools, palette, and drawing area where you create paintbrush drawings.

window border



The outside edge of a window.

Font

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✓ **System**

Changes text to a different font.

window.

Drag the window border to change the size of the

