

Instructions on how to use Paint in Windows

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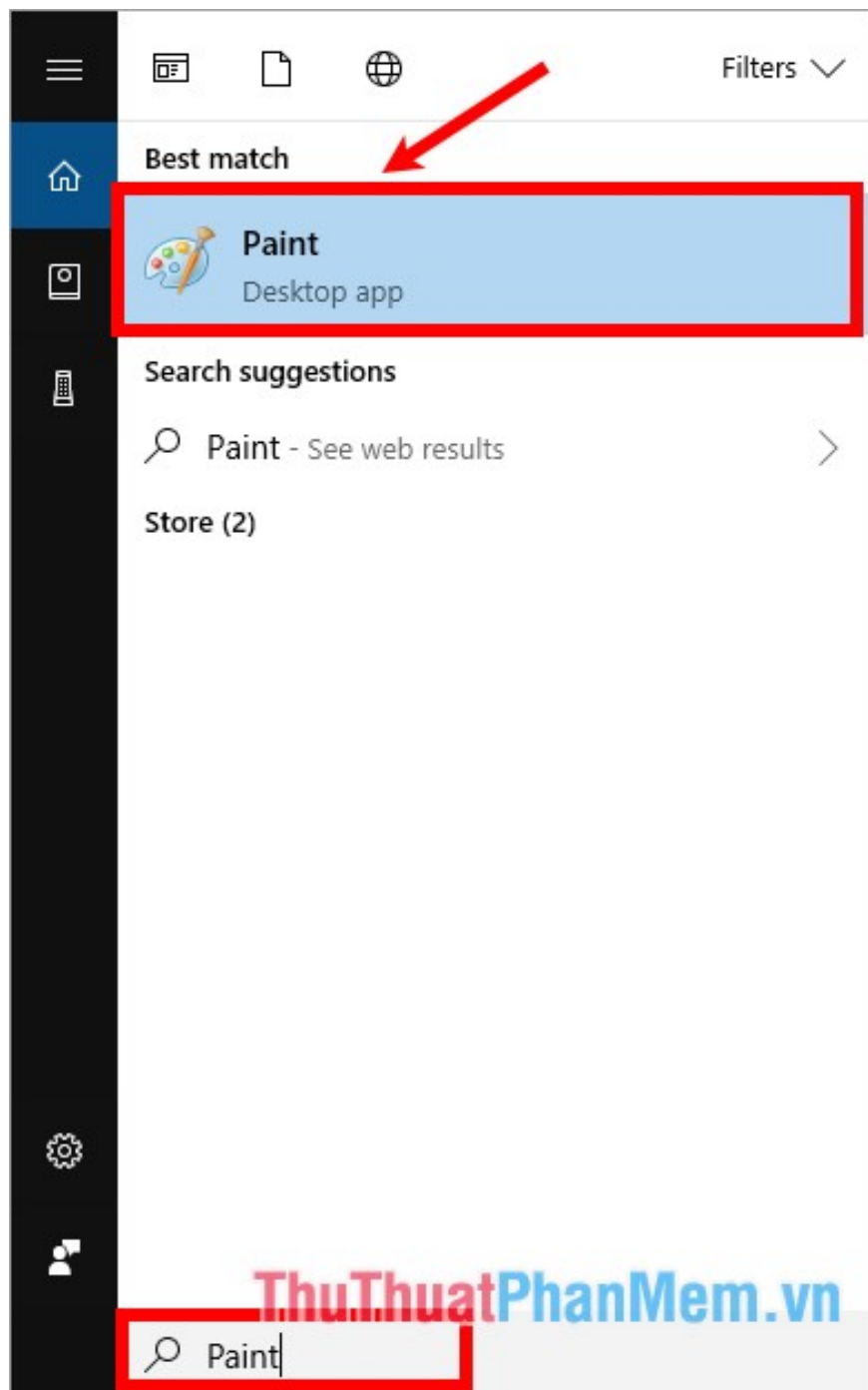
Microsoft Paint (often called Paint) is a simple graphics application available on Windows operating systems, but many users still do not know all the features and how to use the tools that **Paint** provides. If you want to learn more about **Paint** so you can use **Paint** when needed, please refer to the article below.



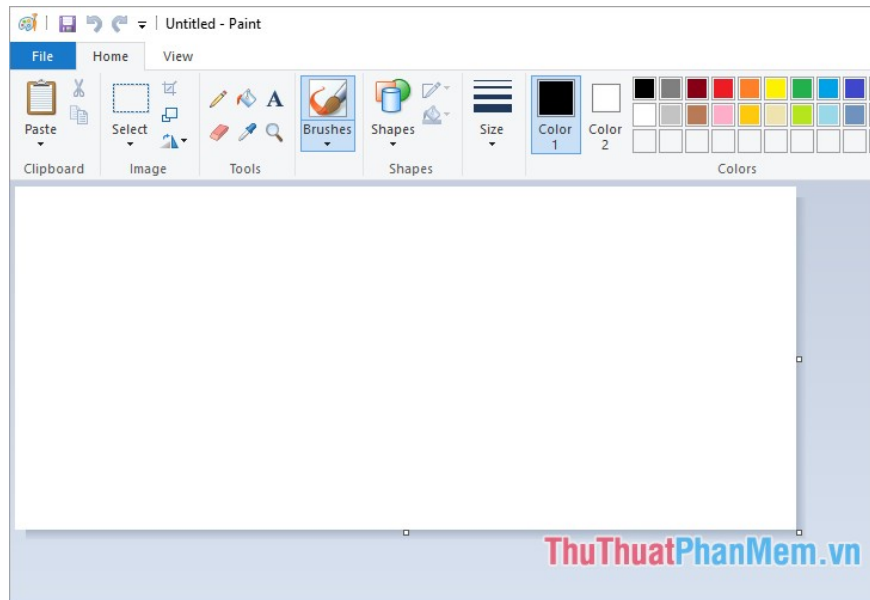
Here are instructions for how to use Paint in Windows the most complete and detailed from how to open Paint, use Paint to edit photos, use Paint to draw, how to save images in Paint, shortcut key combinations in Paint . Invite you to refer to the article.

Open Paint in Windows

Click on the **Cortana icon** or **search box**, enter the Paint keyword into the search box and select the Paint application.



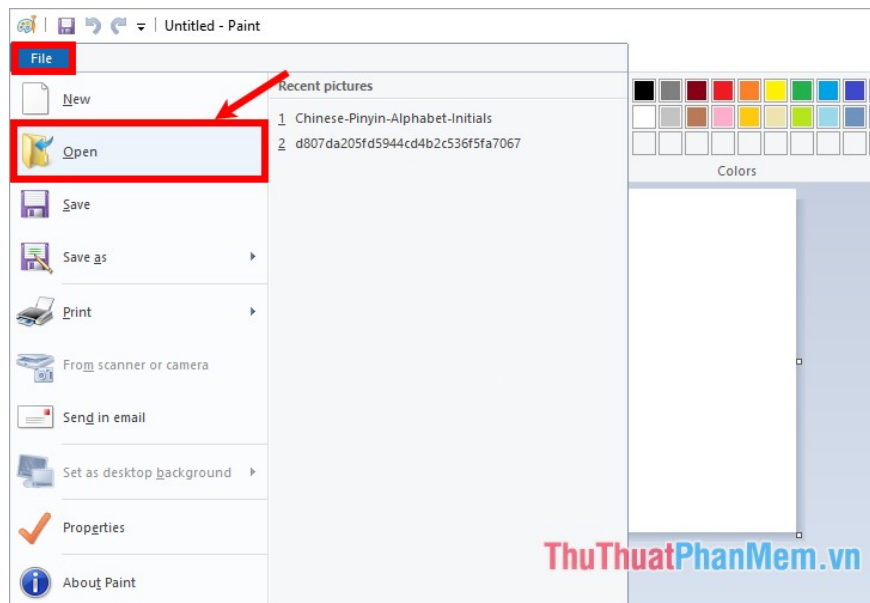
So you opened Paint on Windows.



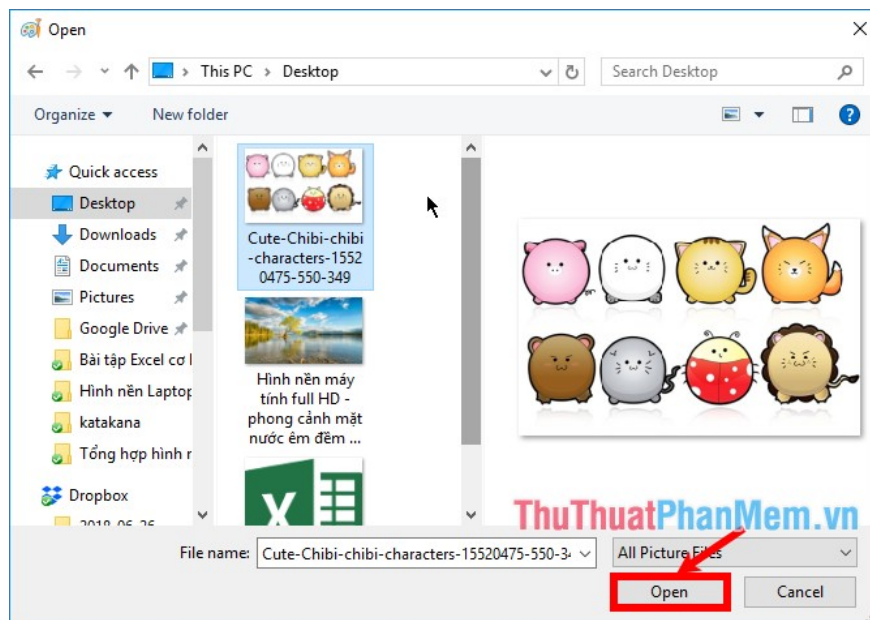
Use Paint to edit photos

1. Open the image file to be edited

On the Paint interface, select **File -> Open**.

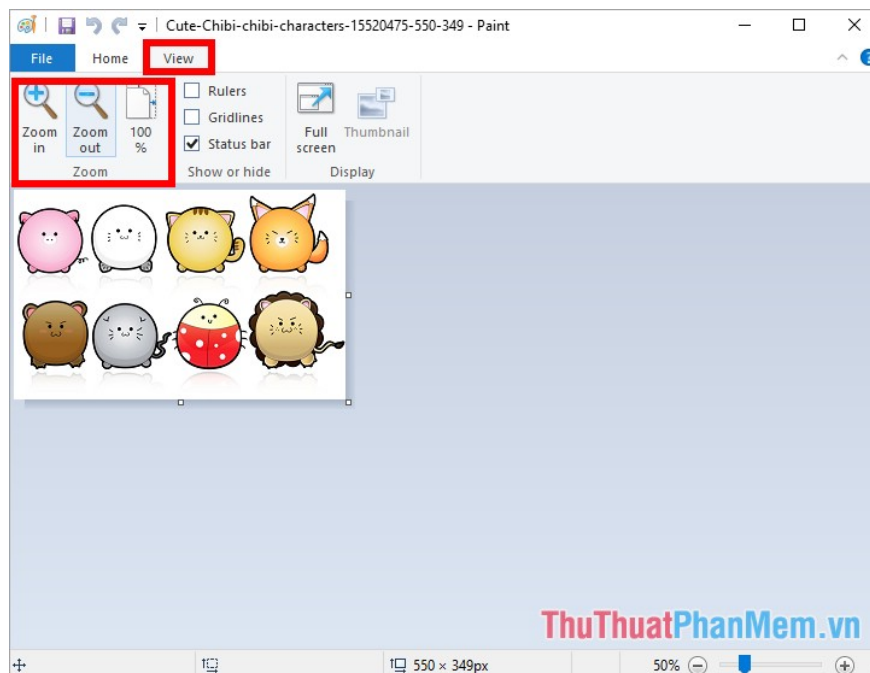


Then navigate to the image file to edit and click **Open** .

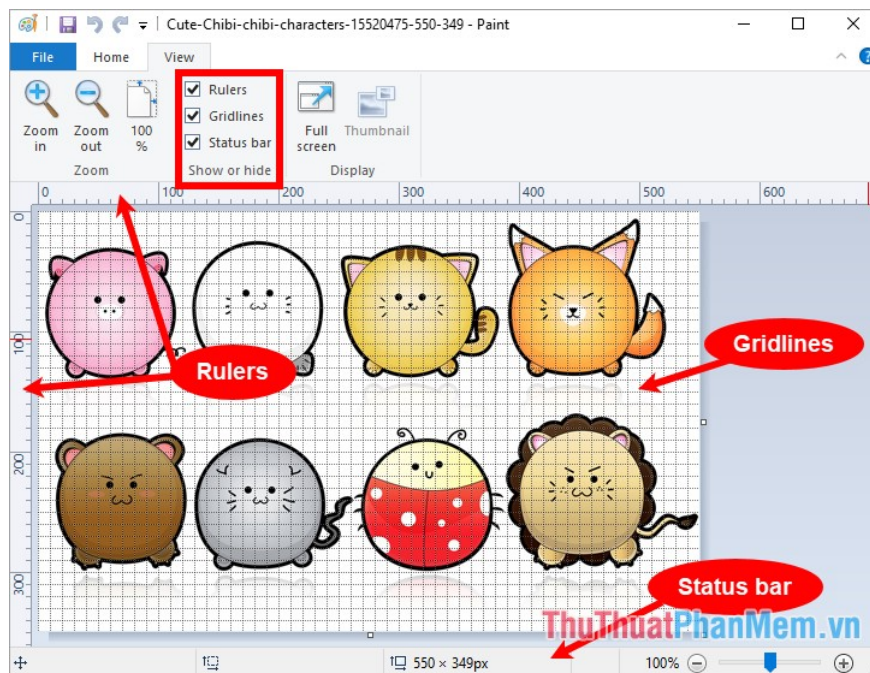


2. Display mode, enlarge, reduce the image

On the Paint interface, select the **View** tab , in the **Zoom** section you can enlarge the image by clicking **Zoom in** , clicking **Zoom out** if you want to shrink the image, choose 100% if you want to keep the size Picture.

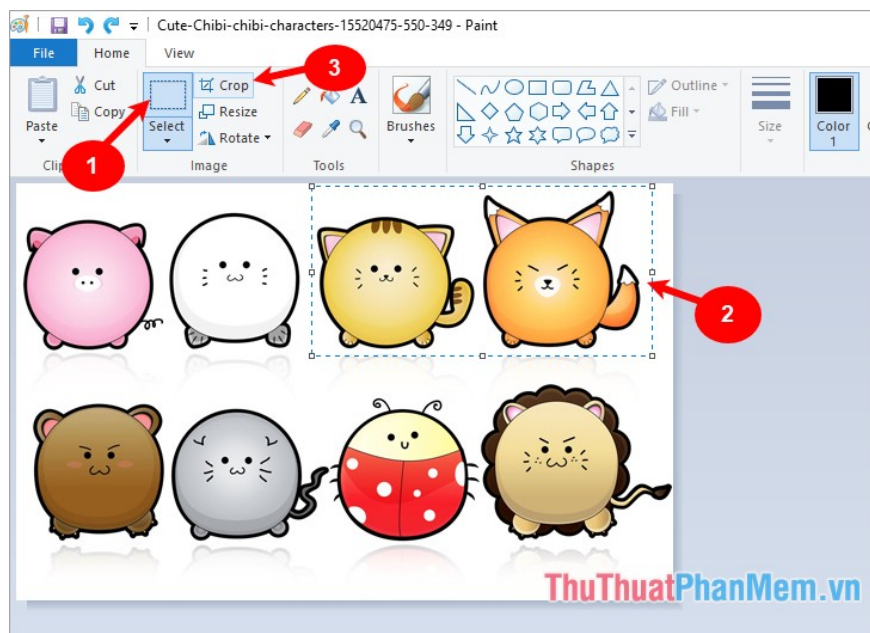


In the **Show or hide** section , you can hide / show the horizontal ruler, vertical ruler (**Rulers**), the grid lines in the image (**Gridlines**), the bottom **status bar** (**Status bar**). If you want to display any part of the box you want to check before the section name, if you want to hide you just uncheck the box.

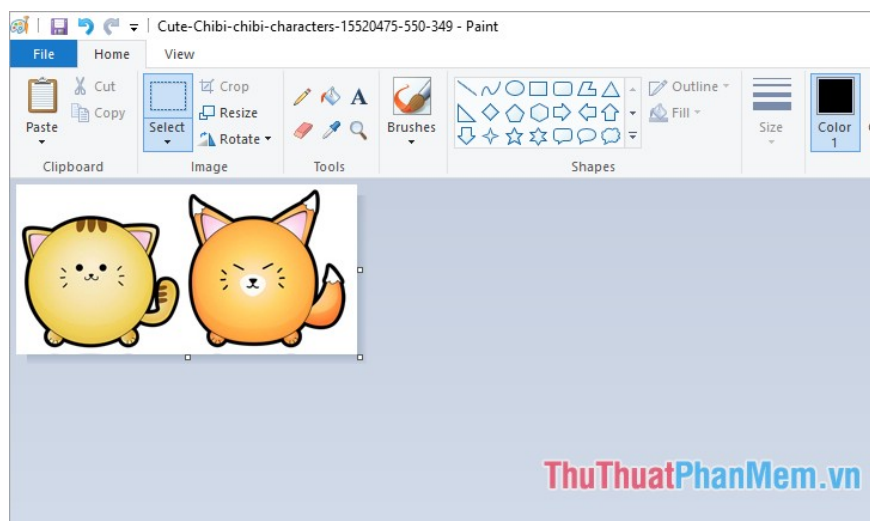


3. Cut photos in Paint

Select the **Home** tab , select **Select** then hold the mouse to drag the area to crop and select **Crop** (or **Ctrl + Shift + X**) to cut.



So your image will be cropped according to the image area you have just selected.

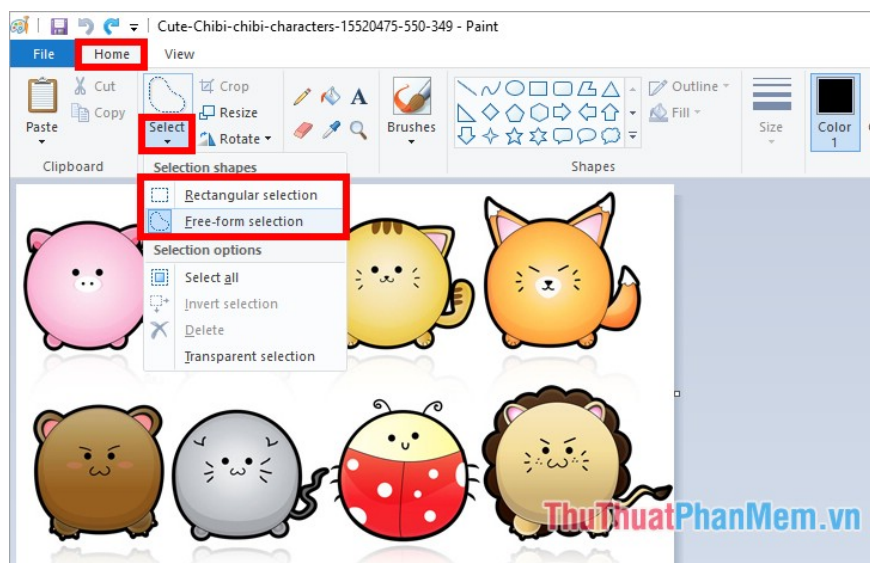


For details on how to crop photos in Paint, you can refer to the article <http://TipsMake.vn/huong-dan-cach-cat-anh-bang-paint/>

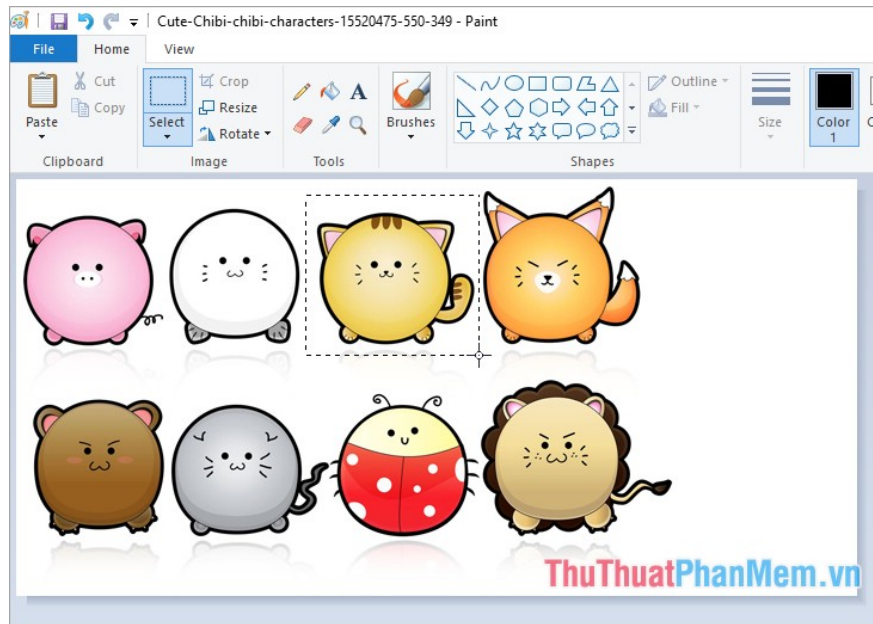
4. Select the image area in Paint

In the **Image** section of the **Home** tab , click on the word **Select** , here you have two ways to select the image area:

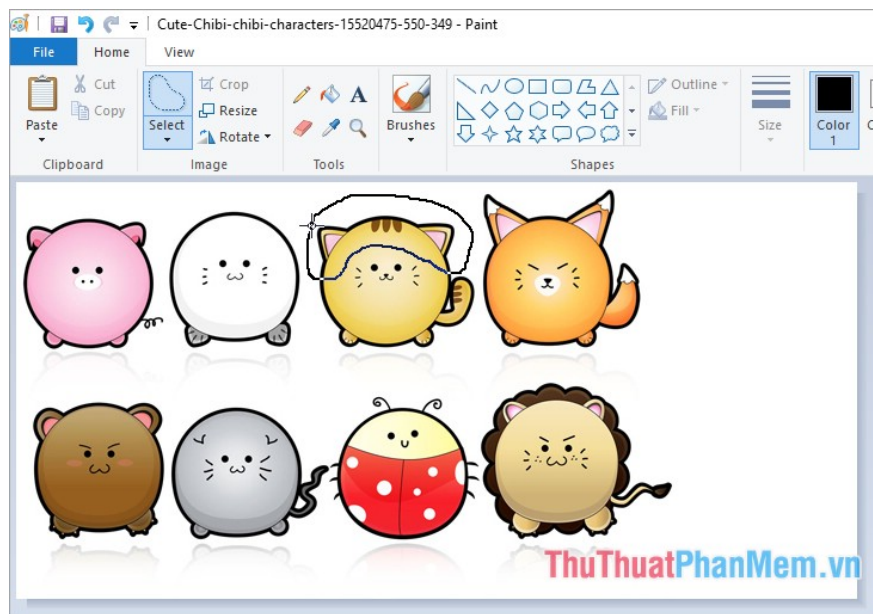
1. **Rectangular selection** : select according to the **rectangular selection**
2. **Free-form selection** : choose freely.



If you select the **Rectangular selection** , you just need to hold down the mouse from the starting point to select and drag to the desired position.



If you select **Free-form selection** , hold down from the starting point and draw a selection as you like.

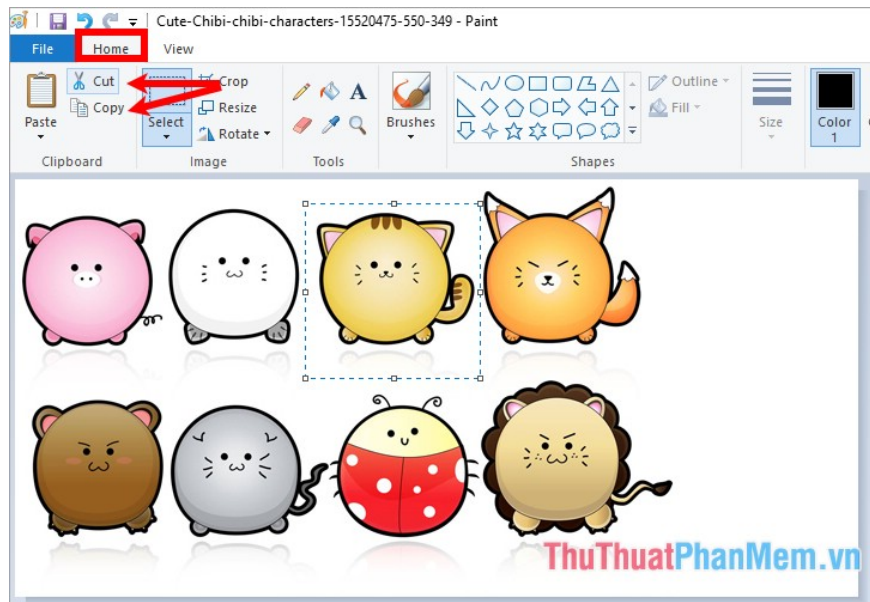


If you want to select all images you can choose **Home -> Select -> Select All** (or **Ctrl + A combination**).



5. Copy and move the selection

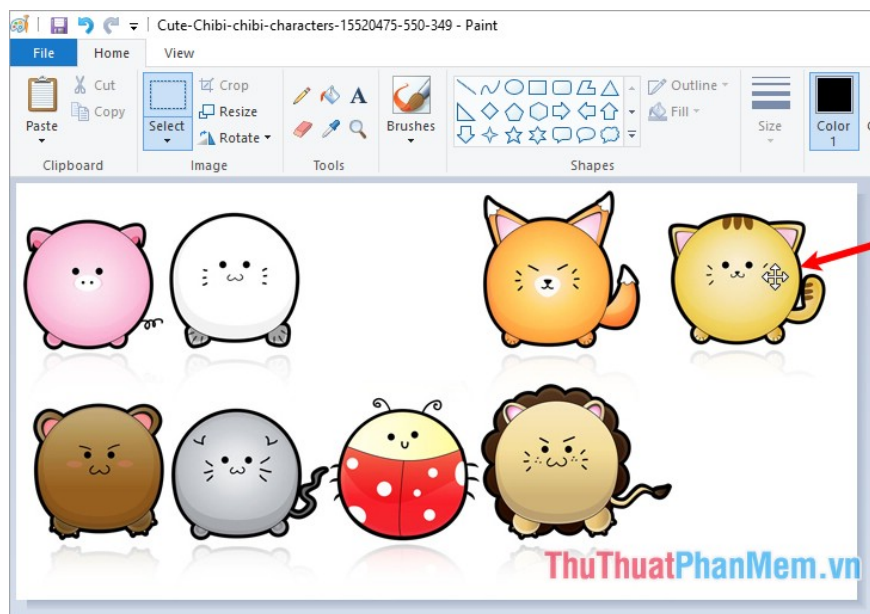
After selecting the image area you can copy the selection by selecting **Home -> Copy** (**Ctrl + C** combination), if you move then select **Home -> Cut** (**Ctrl + X** combination).



Then choose **Home -> Paste** (**Ctrl + V**) to copy or move.

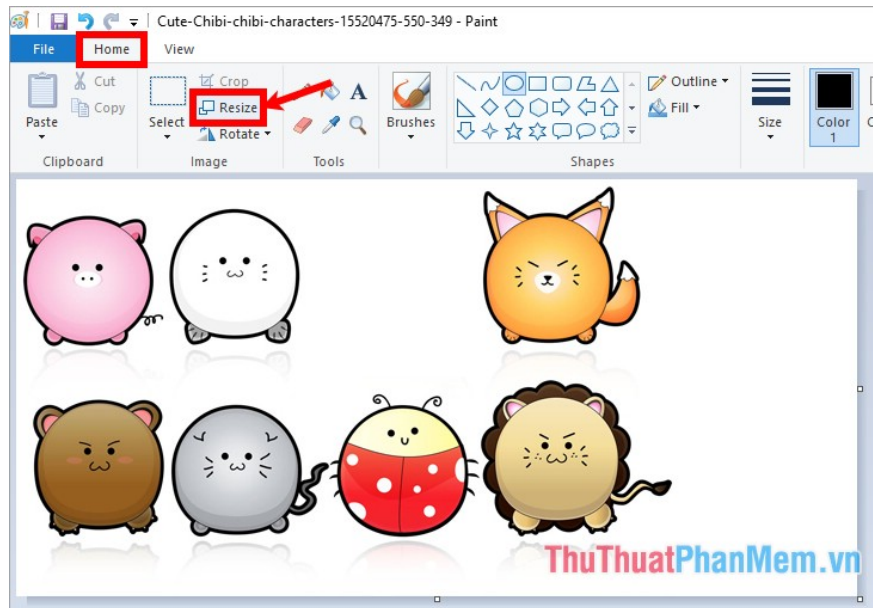


The image area just copied and moved is displayed at the first position of the image, you press and hold and drag to the position you want.

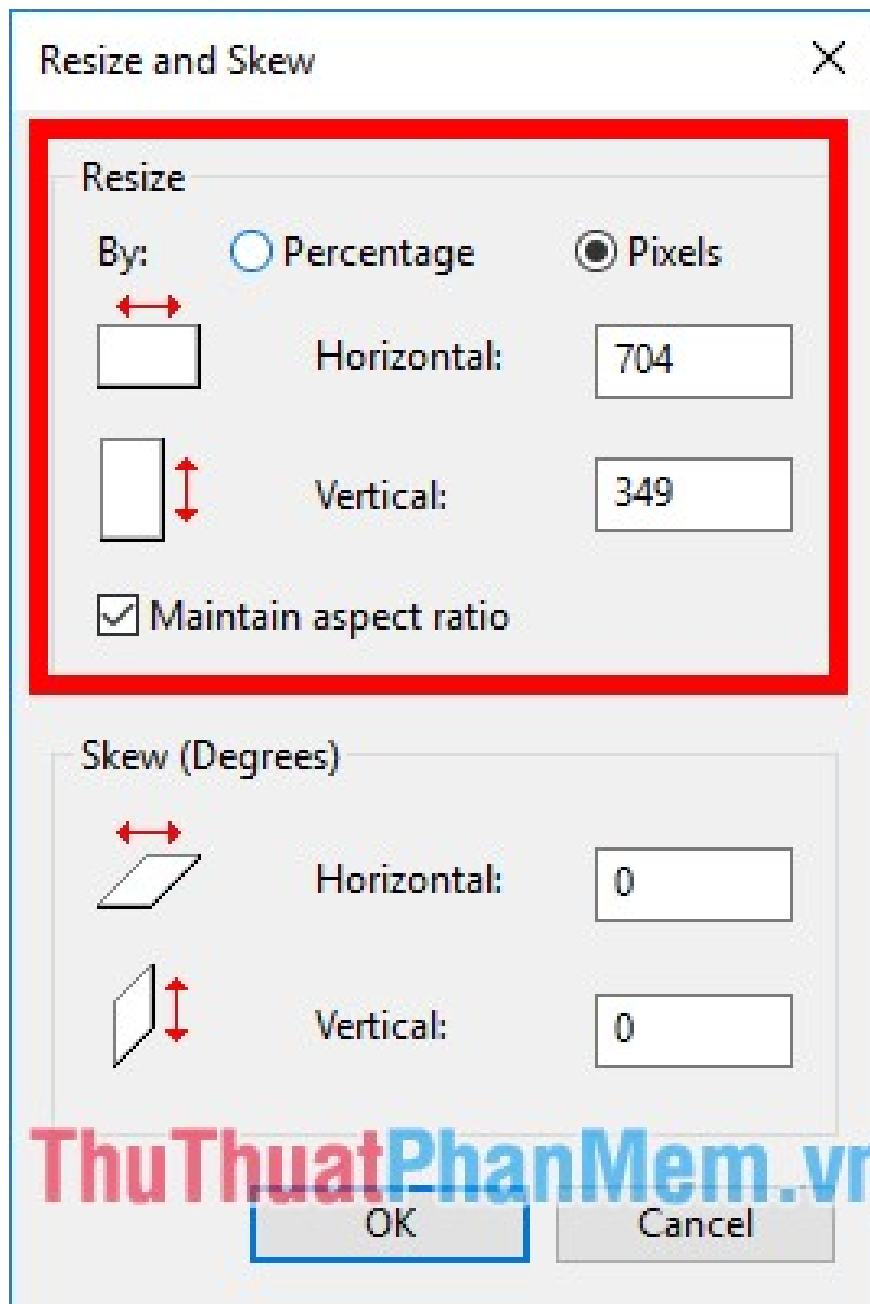


6. Resize images in Paint

In the **Home** tab, select **Resize** .



Resize and Skew dialog box appears , in the **Resize** you can choose to change the image size by percentage size (**Percentage**) or by size (**Pixels**). Then you enter a new size for the image in the boxes **Horizontal** (horizontal image), **Vertical** (vertical image) and click **OK** .



For details on how to resize photos in Paint, you can refer to the tutorial <http://TipsMake.vn/huong-dan-thay-doi-kich-thuoc-resize-anh-bang-paint/>

7. Rotate photos in Paint

If you want to rotate the image, then you select **Home -> Rotate -> select the rotation style** . Paint supports you with many types of rotation:

1. **Rotate right 90o**: rotate right 90 degrees.
2. **Rotate left 90o** : rotate left 90 degrees.
3. **Rotate 180o** : rotate 180 degrees.
4. **Flip vertical** : flip vertical.
5. **Flip horizontal** : flip horizontal.

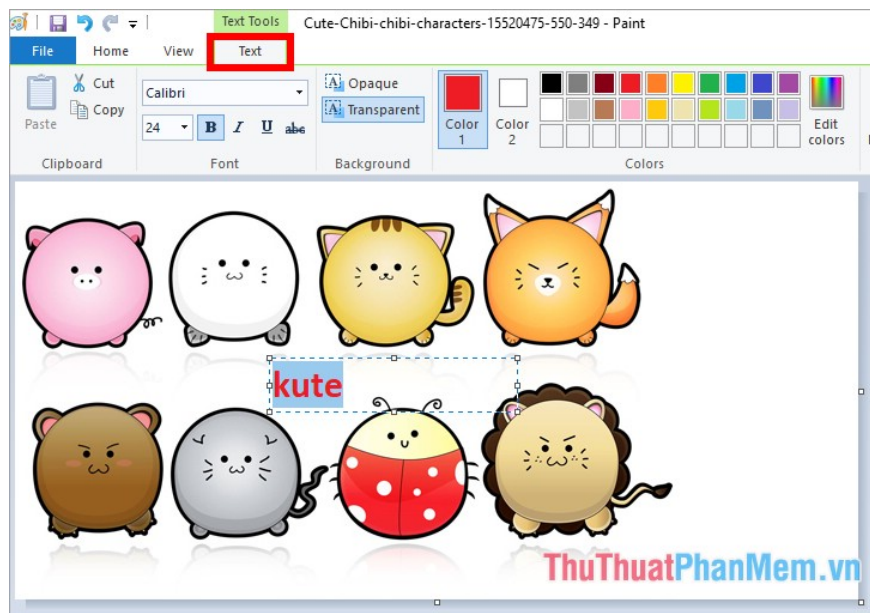


8. Add text to pictures in Paint

Click the **A** symbol in the **Home** tab , then draw an area on the image and enter the text in the selected area.



To edit the text you highlighted the text just entered and select the **Text** tab , here you can edit the background, font color, font size, font style .

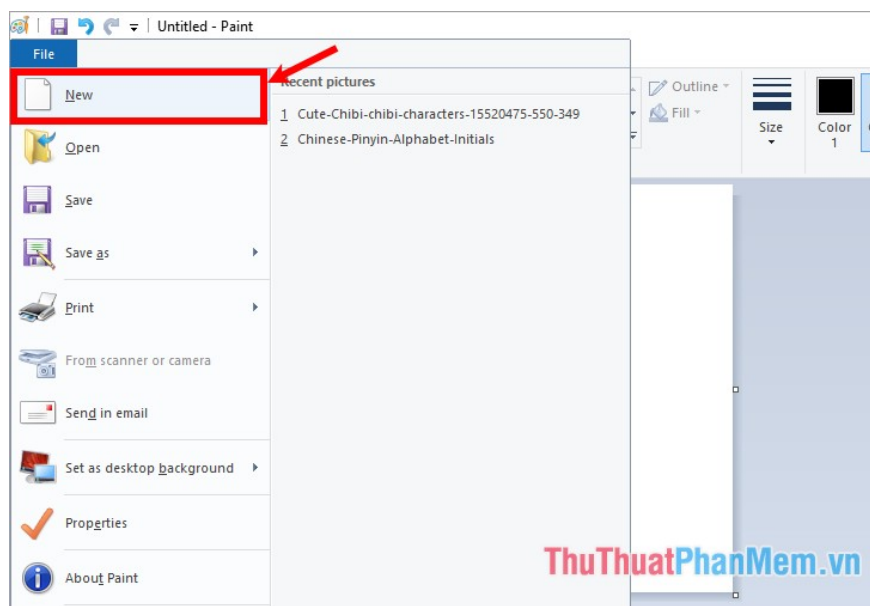


For details on how to add text to photos in Paint, you can refer to the article <http://TipsMake.vn/ghep-chu-vao-anh-bang-paint-co-san-tren-windows/>

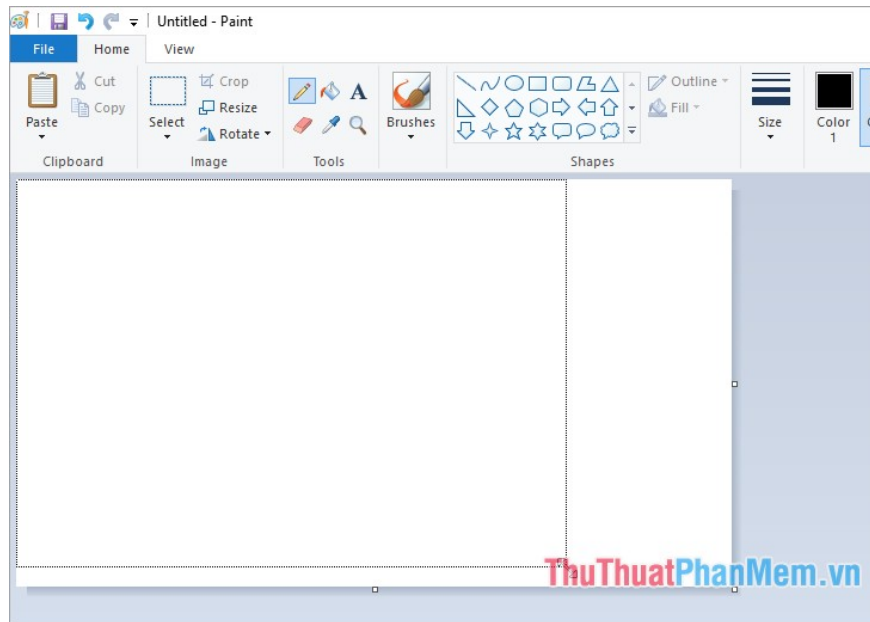
Use Paint to draw

1. Create a blank page to draw

Choose **File** -> **New** (or **Ctrl + N** combination), you will have a white Paint page.

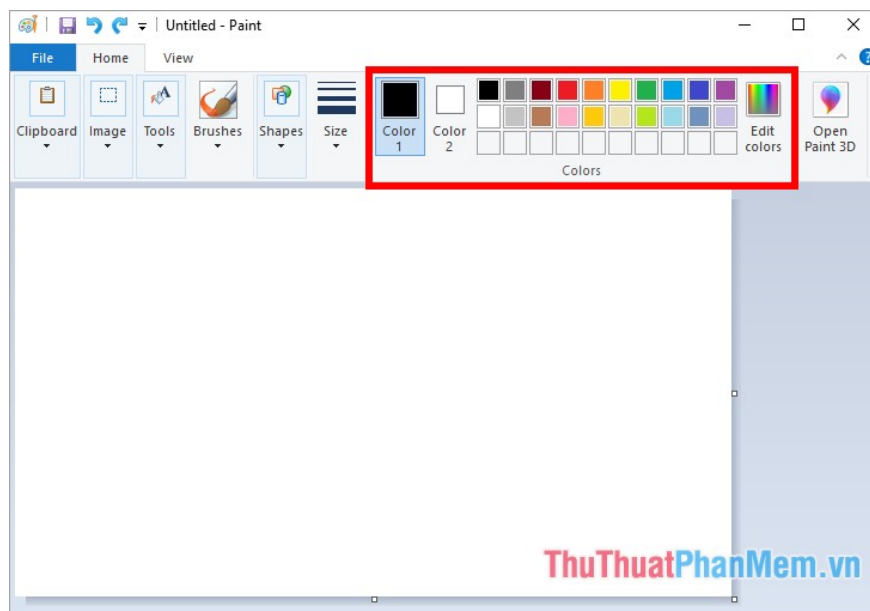


You can click on the knob (bottom corner, middle right edge or middle edge) and pull out, retract to get the appropriate page size.



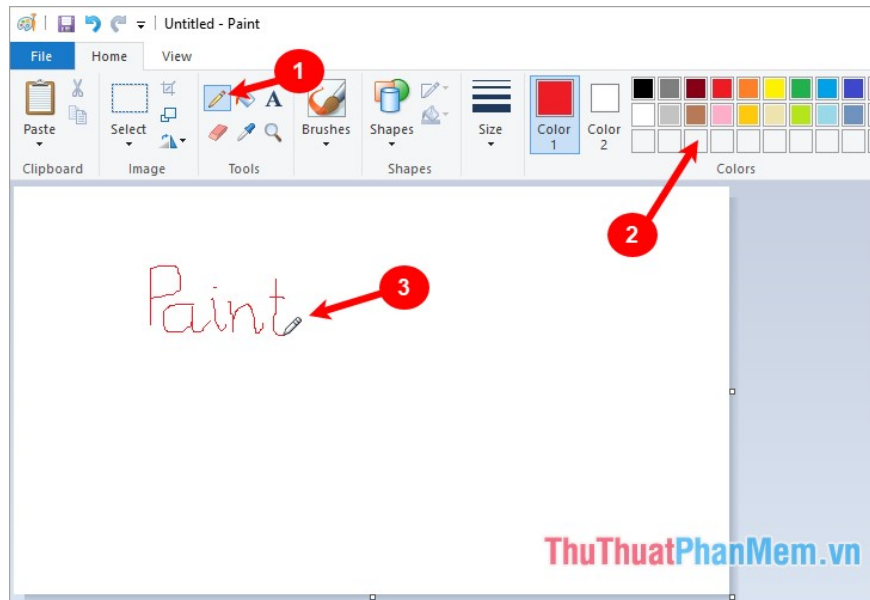
2. Set up color palettes

The squares in the Color section are the palette, there are two types of colors: **Color 1**: foreground color, **Color 2**: background color (background). The background color to use when you draw the shapes. To select the foreground color, select **Color 1** and choose any color in the palette, choose the background color you choose **Color 2** and choose any color in the palette.



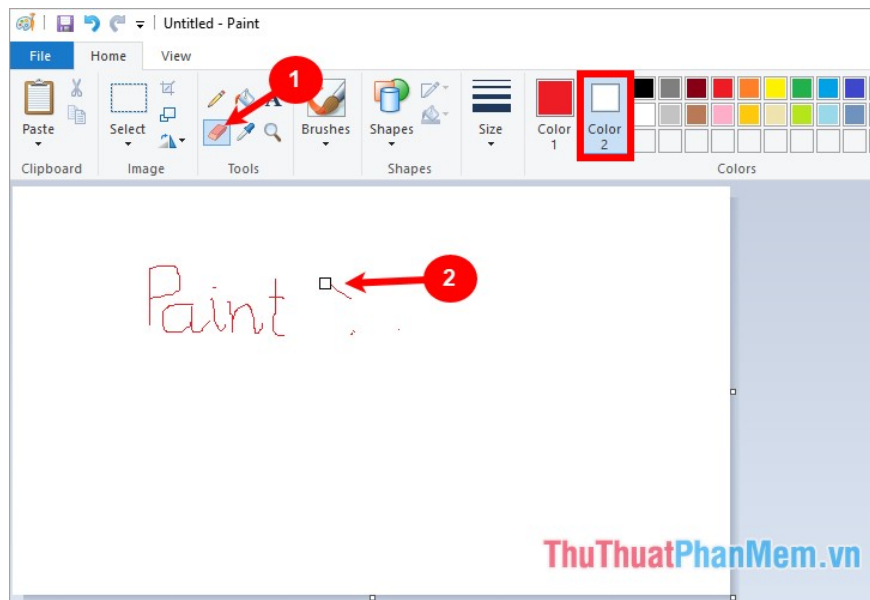
3. Drawing with the pen tool (Pencil)

Click on the Pencil icon, then click on the drawing color and keep clicking on the white page and draw what you want.

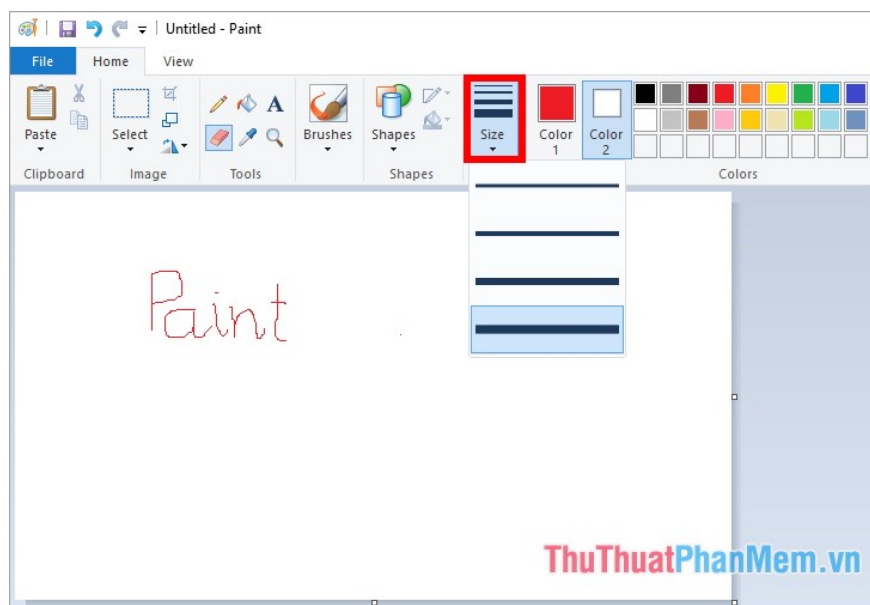


4. Delete the error details with the Eraser tool

The eraser tool helps you erase the details of the color error on the **Color 2** background , so if the white background you need to set **Color 2** to white. Next, select the **Eraser** icon , then hold and hover over the area to be deleted.

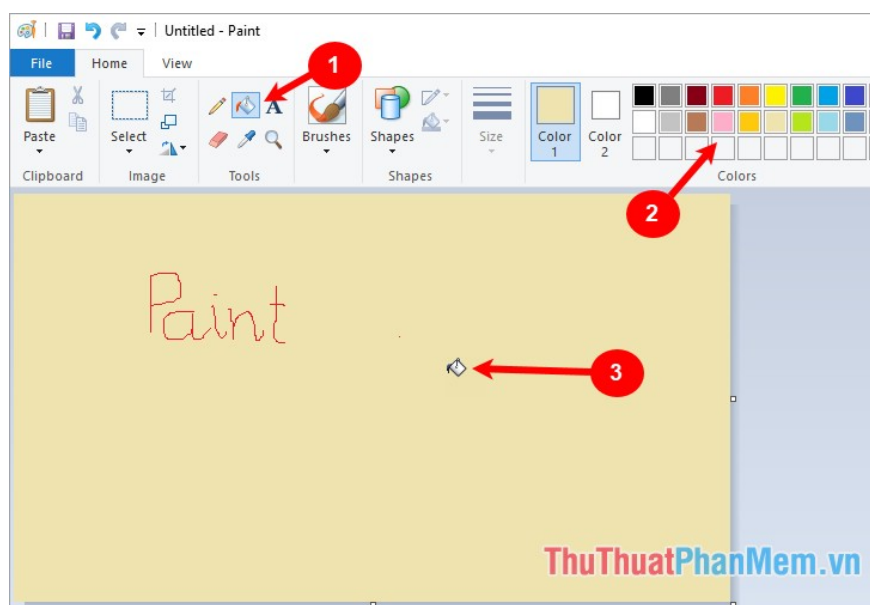


You can adjust the eraser size in the **Size** section .



5. Fill the background and solid colors

Select the **Fill with color** icon , choose the color to fill in the palette, then click on the background or bricks to fill.



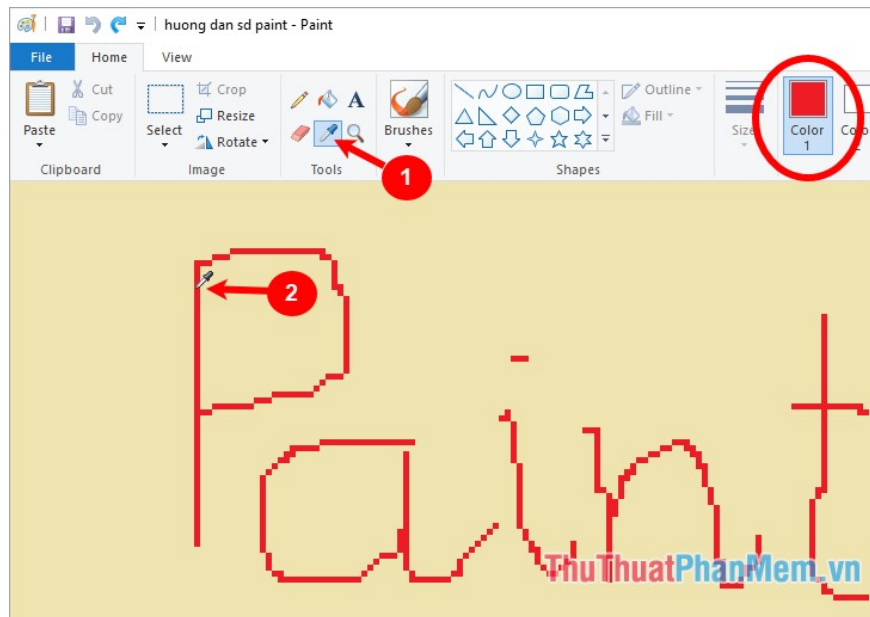
6. Write words on the picture

You write the text similar to adding text to the image above.

7. Copy colors on the drawing

Use the **Color picker** tool to copy the color on the canvas into the **Color 1** box on the palette. You do the following:

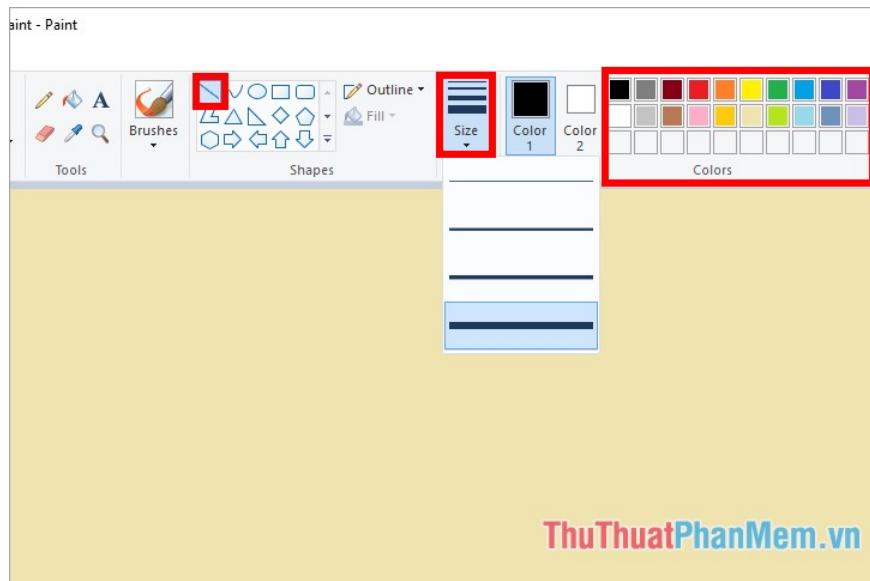
Click the pen icon (**Color picker**) then dot the pen to the color to copy on the image, immediately on the color box **Color 1** will appear the color you have just selected.



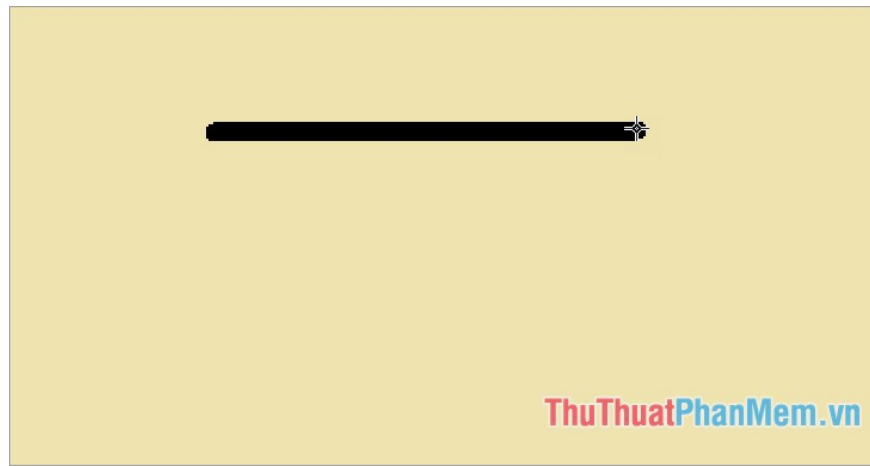
8. Draw straight lines, curves and bricks

Draw a straight line

Click the line icon in the **Shapes** section , choose the size for the line in the **Size** section , choose the color in the **Colors** palette .

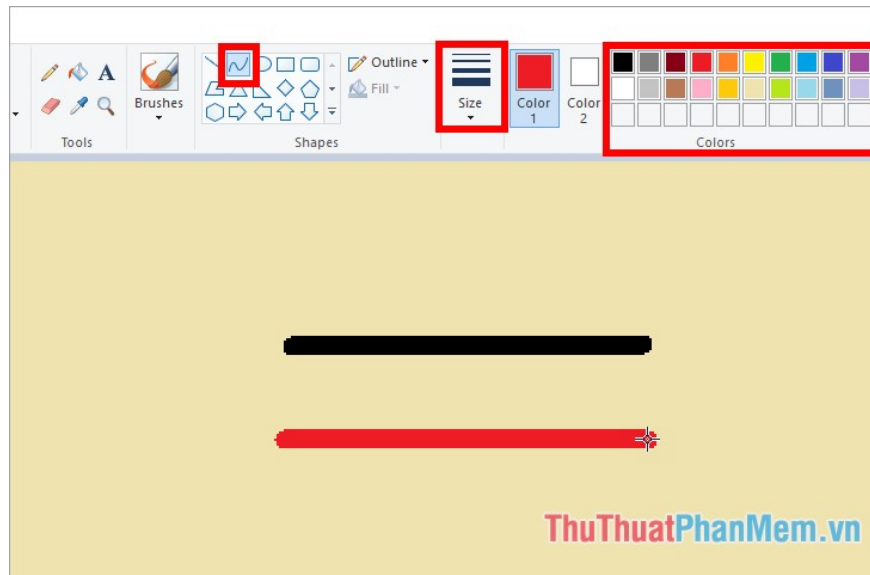


Then you click on the Paint page and paint in any position you want.

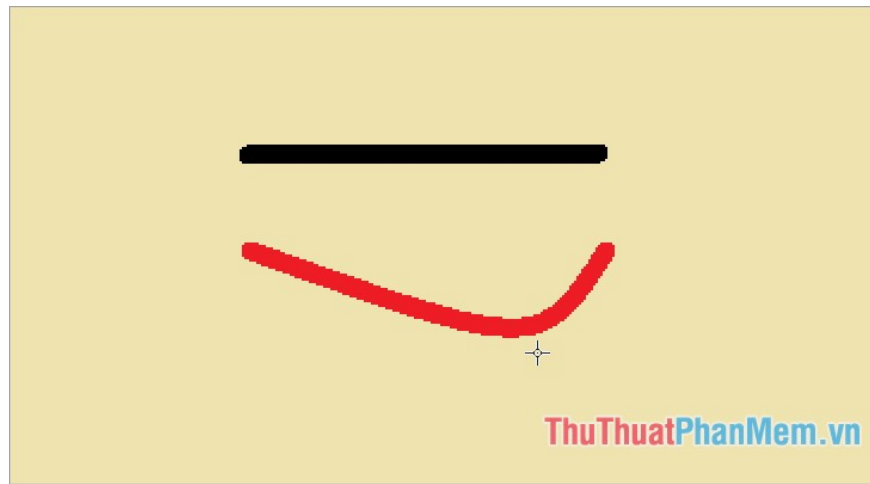


Draw the curve

Click the curve icon in the **Shapes** section , choose the size for the curve in the **Size** section , choose the color for the curve in the **Colors** palette . Then you click on the Paint page and draw curves, the new curve is just a straight line as shown below.

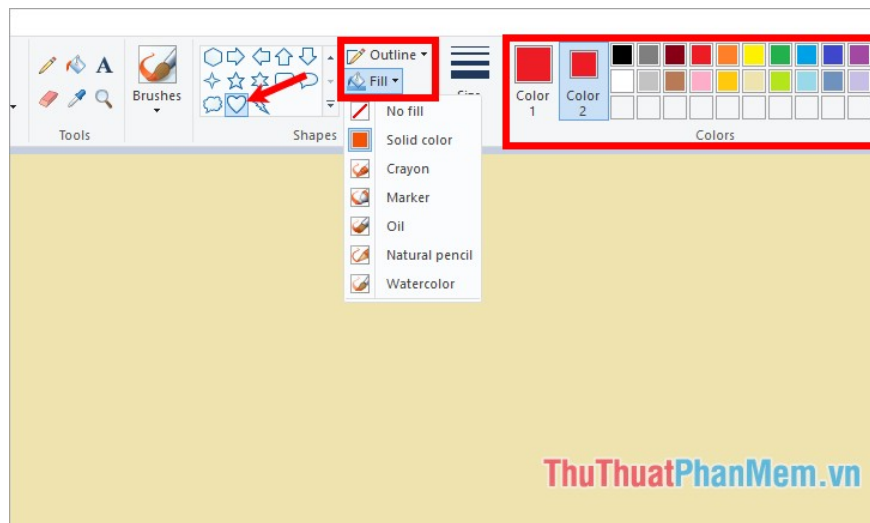


To adjust the curvature of the curve, click anywhere on the curve and drag the curve as you like.

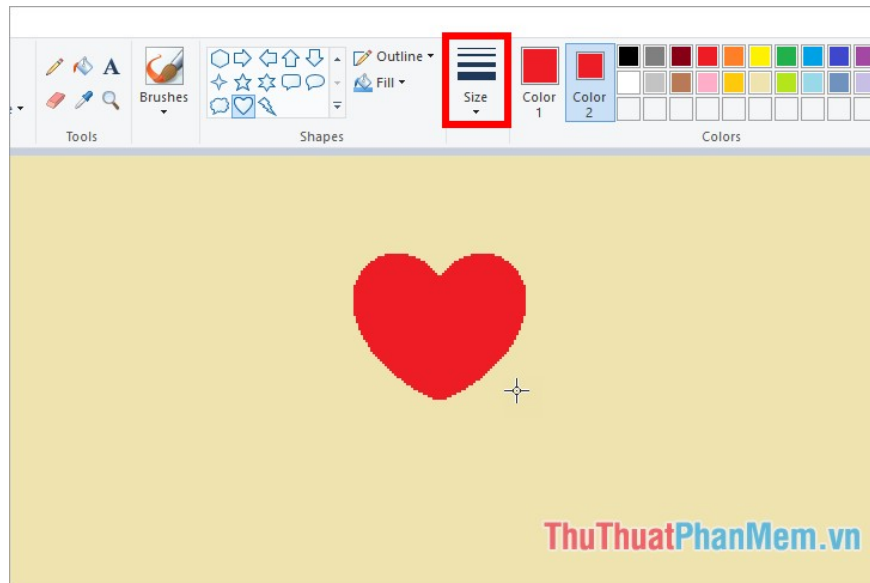


Draw other bricks

You can select the shape you want to draw in the **Shapes** section (ellipse, rectangle, triangle, rhombus, 4-pointed star, 5-pointed star, left arrow, right arrow .) .). Next you choose the border style for the shape in the **Outline** (the color of **Outline** is Color 1 in the palette), the background color of the shape in the **Fill** part (the color of the **Fill** is Color 2 in the palette). If you want to change the color for any color, then you select that Color and choose the color in the palette.

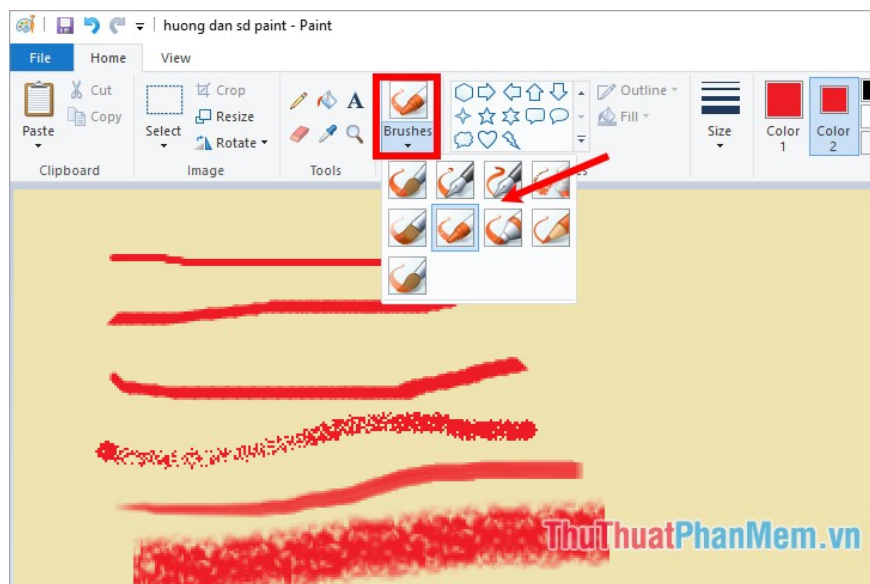


You can choose the size of the border of the bricks in the Size section, then you draw at the position you want on the Paint page.



9. Use the Brushes tool

The **Brushes** tool is a drawing tool similar to the **Pencil**, but this tool provides a variety of brush styles for you to choose from.



Save drawings and images after editing in Paint

After editing and drawing, select **File -> Save As** to save the image as a new file.

Ctrl + E see image details.

Ctrl + G show / hide grid.

Ctrl + P set photo printing.

Ctrl + R hide / show the ruler.

Ctrl + W opens the Resize and Skew dialog box.

Ctrl + N creates a new image.

Ctrl + O opens the image available on the computer.

Ctrl + S saves the edited image.

Ctrl + Page Up zoom out.

Ctrl + Page Down enlarge.

Alt + F opens the Custom Menu.

Alt + H displays the shortcut key / Switches the Home tab.

Alt + V switches to the View tab.

Alt + F closes the window.

Alt + Esc quickly reduce MS Paint application.

Alt + Spacebar quickly access right click on Title Bar.

F1 opens help on Paint.

F11 see pictures in full screen mode.

F12 saves images as new files.

Esc removes the selection.

Delete deletes the selection.

Hopefully, with the instructions that the article will share you will see the usefulness of Paint in Windows, you will be able to use Paint in necessary cases without using other image editing software. . Good luck!

You finished reading the article "**Instructions on how to use Paint in Windows**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.