

# Instructions on how to use Paint to draw and edit images on the computer

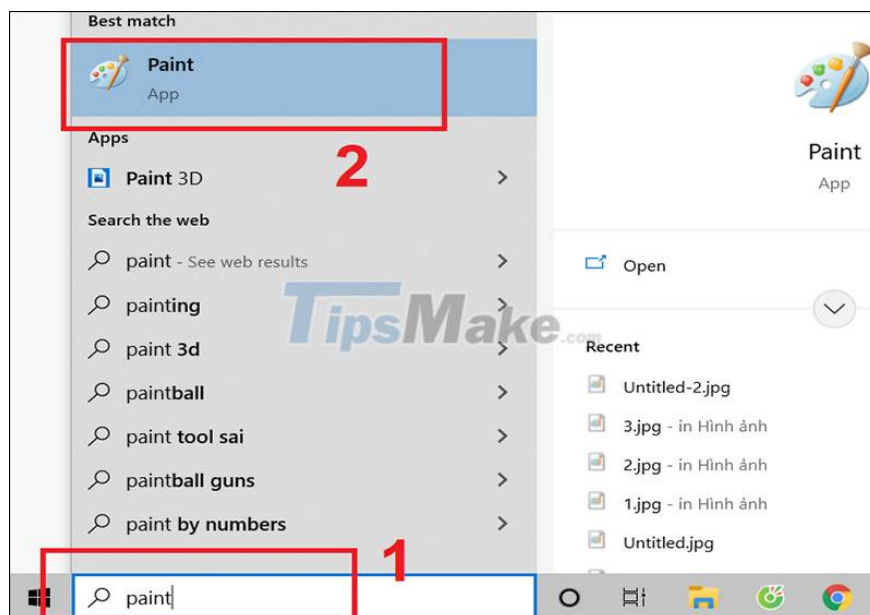
Paint is a basic image processing tool on the Windows operating system. Below is a guide on how to use Paint to draw and edit images in the most detailed and easy to understand way. Provide keyboard shortcuts in Paint, making it convenient to use.

Paint is a default software on windows computers with a friendly image editing interface that is easy to use. Users use Paint to perform simple cutting operations. In addition, it can also be used to draw, write, take notes, . suitable for basic needs. If you still do not know how to use Paint or want to learn more about this tool, please refer to the content below!

## 1. Open Paint

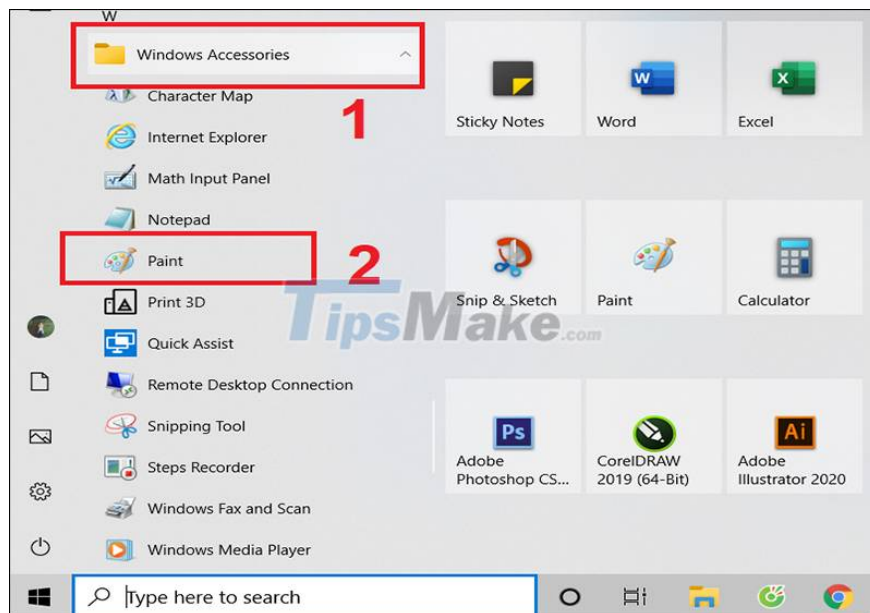
### Method 1: Open Paint by searching

In the search box, enter "paint" > Click Paint.



### Method 2: Open Paint from the Start menu

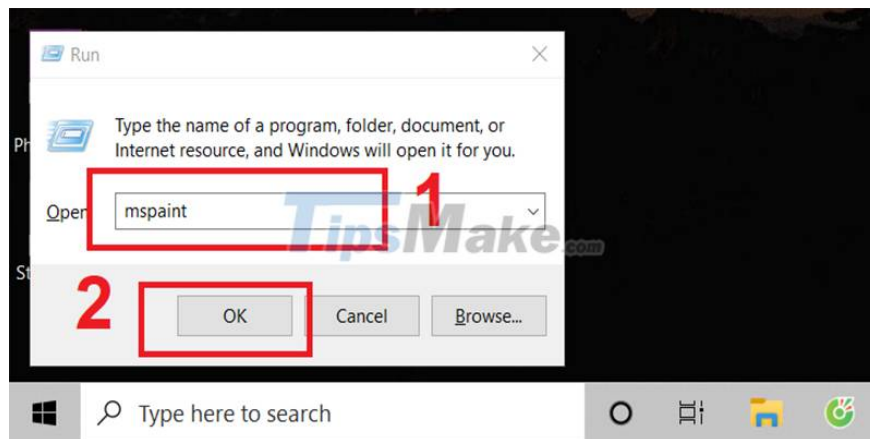
Go to the Start menu (Windows icon in the lower left corner of the screen) > Expand Windows Accessories > Select Paint.



### Method 3: Open Paint through the Run dialog box

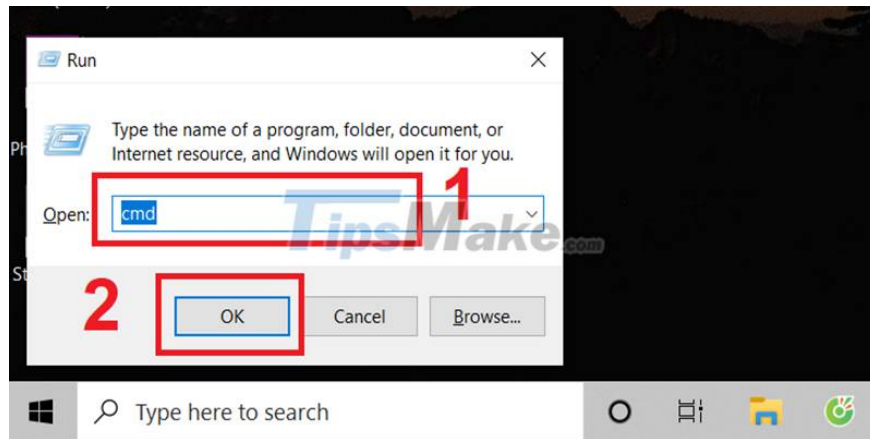
Step 1: Press the Windows + R key combination to open the Run dialog box.

Step 2: In the Open box, type "mspaint" > Click OK.

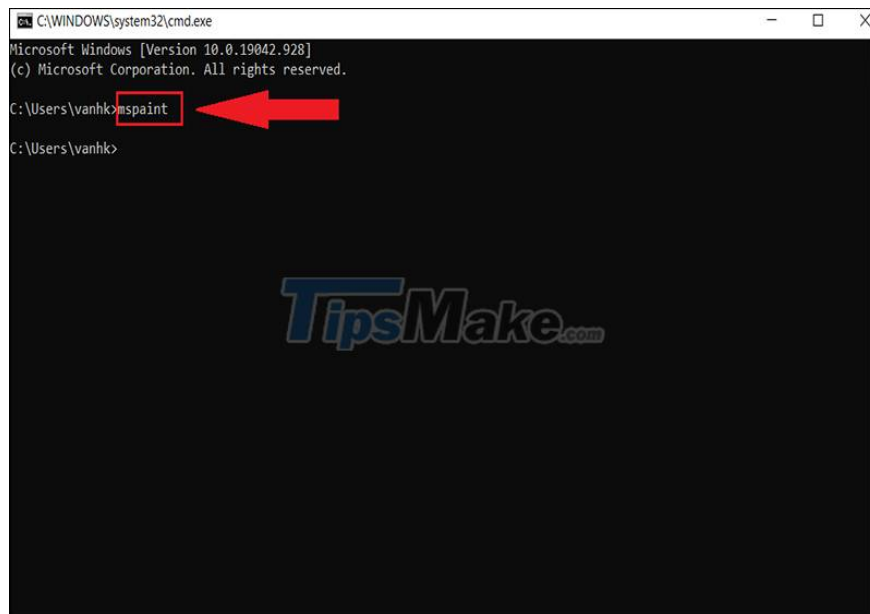


### Method 4: Access through Command Prompt

Step 1: Press Windows + R key combination > Enter "cmd" in the Open box > Click OK.

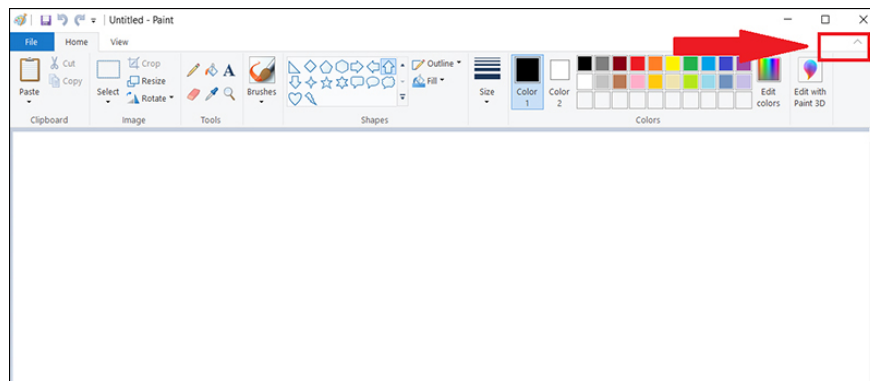


Step 2: Type "mspaint" > Press Enter.



## 2. Learn about the Paint . software interface

Paint has a ribbon with toolbars as shown below. You can open or close the ribbon easily using the arrow on the right side of the toolbar.

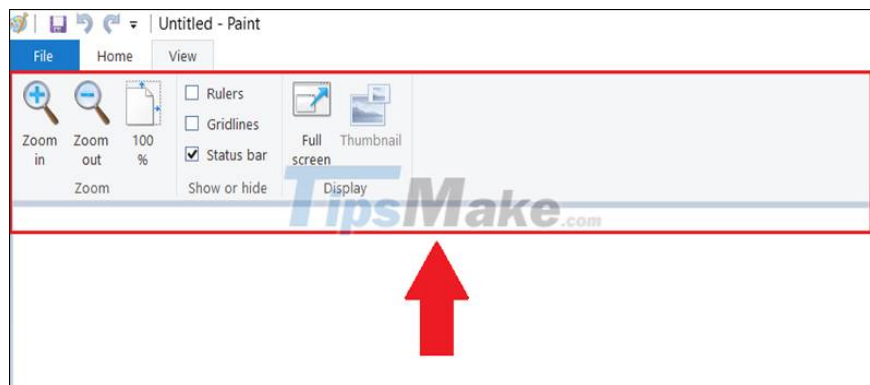


Paint interface has 3 main tabs:

The Home tab is the tools used to edit images.

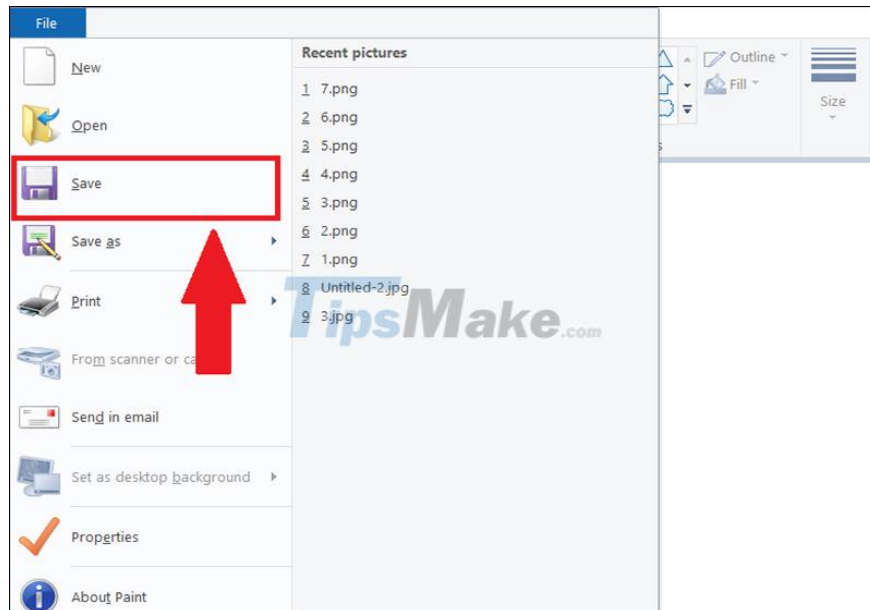


Tab View are tools used to change the way images are displayed.



The File menu is used to perform operations such as adding new windows, opening files, saving files, printing,.

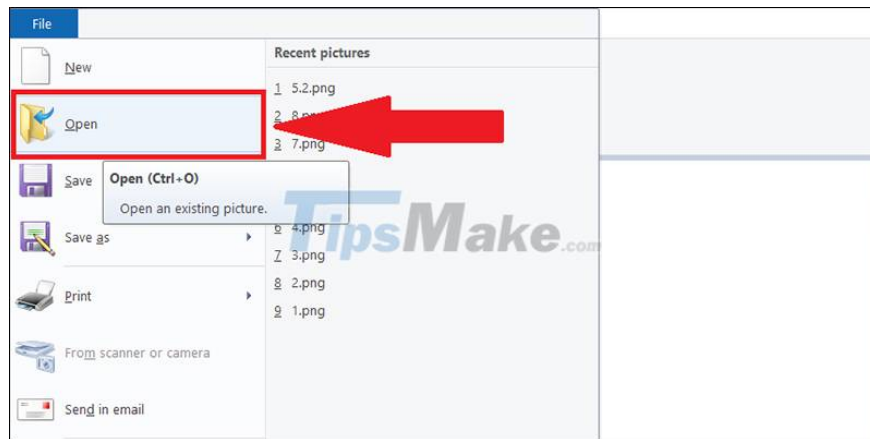
For example, you can save the file by Choose File > Click Save.



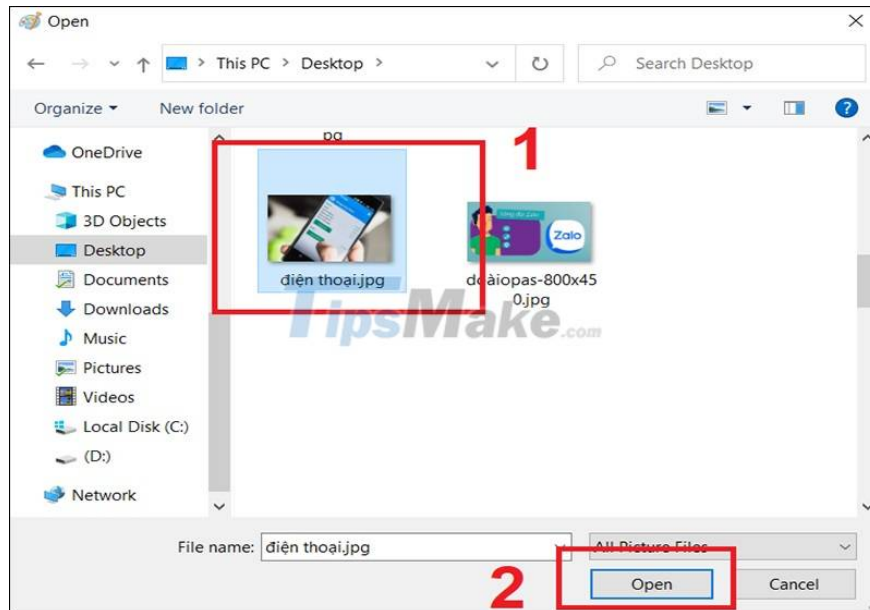
### 3. Instructions on how to use Paint to edit photos

#### 3.1. Open an image file in Paint

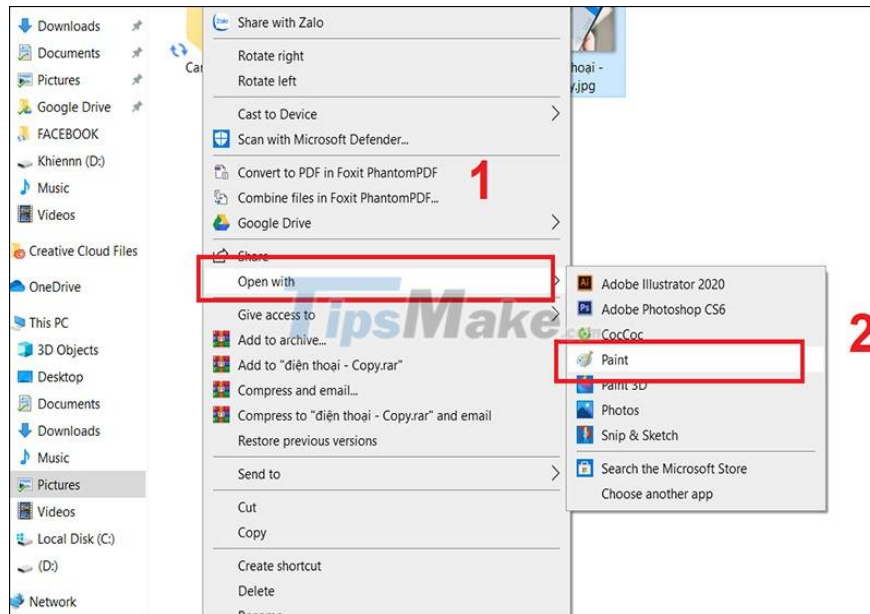
Step 1: Choose File > Open.



Step 2: Select the image you want to open > Click Ok.



Another way is to right-click on the image file to open in File Explorer > Select Open with > Select Paint.

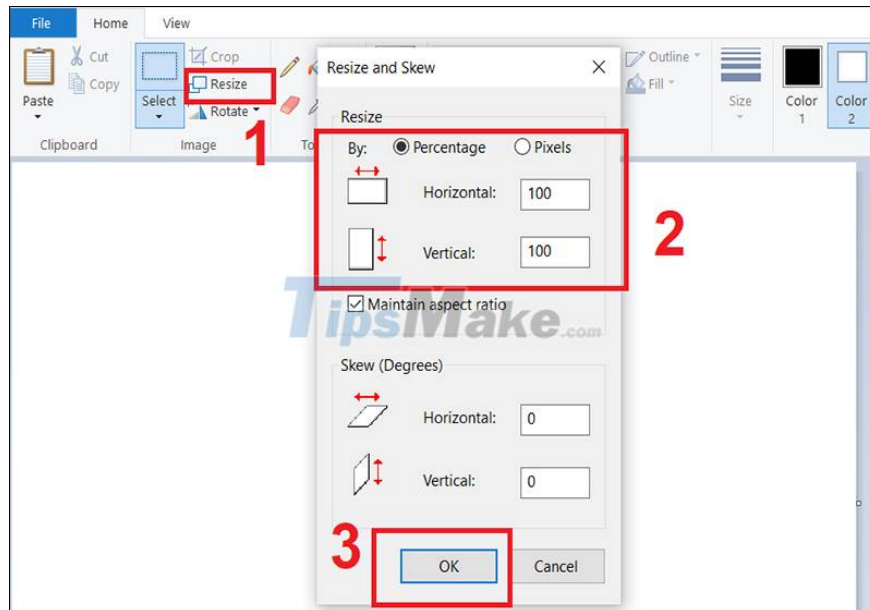


### 3.2. How to edit, install canvas in Paint

The canvas is the white frame that appears on the screen. Similar to a piece of paper, you can draw or write on the canvas, or adjust the size accordingly before making image edits.

On the Home tab > Select Resize > Enter the size you want to adjust in the horizontal and vertical frames in the Resize section > Click Ok.

You can choose 1 of 2 units to use as Pixels or Percentage (percent).



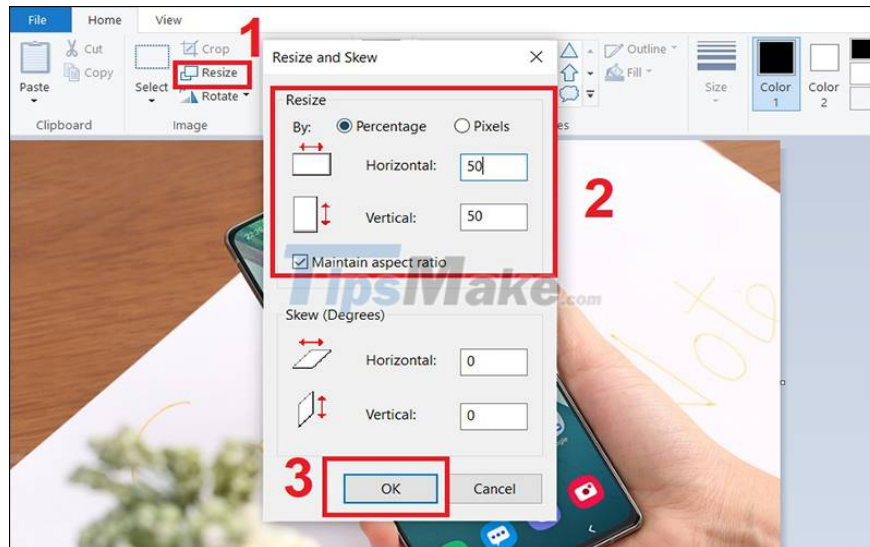
### 3.3. How to crop photos in Paint

Select Select > Click and adjust to select the area of the image you want to crop > Click Crop to crop the image.



### 3.4. How to resize and resize images

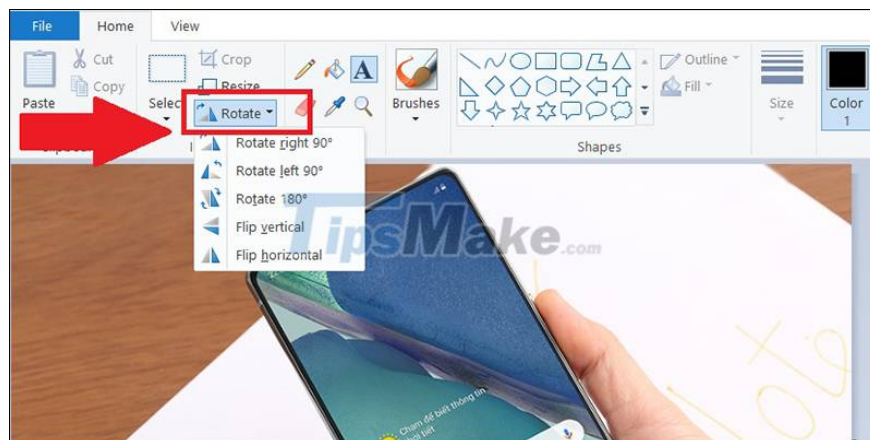
Open the image to be edited > Select Resize > Enter the size you want to adjust in the Horizontal (horizontal) and Vertical (vertical) frames in the Resize section (unit is pixels or %) > Click Ok.



### 3.5. How to rotate, flip images in Paint

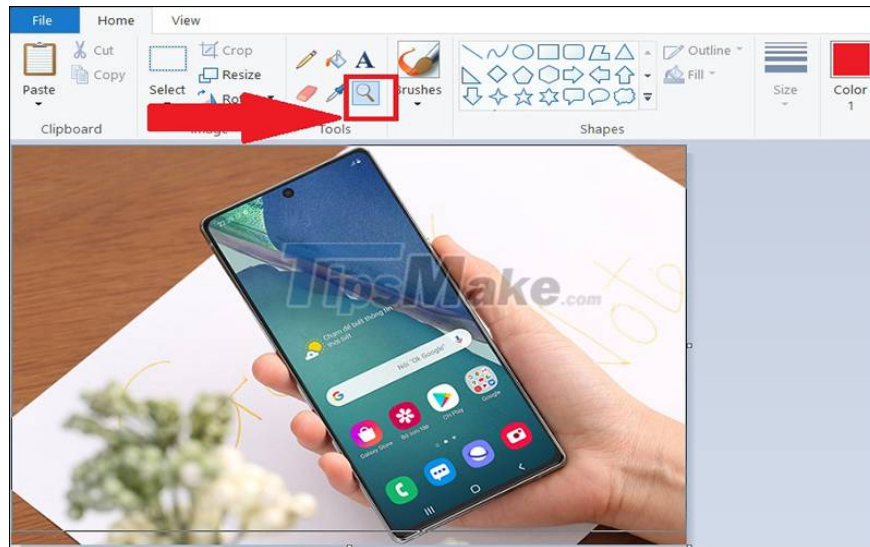
On the Home tab > Click Rotate > Select a direction you want to rotate.

1. + Rotate right 90°: Rotate 90 degrees clockwise.
2. + Rotate left 90°: Rotate 90 degrees counterclockwise.
3. + Rotate 180°: Rotate 180 degrees (rotate the image).
4. + Flip vertical: Flip the image vertically.
5. + Flip horizontal: Flip the image horizontally.



### 3.6. Zoom in or out images in Paint

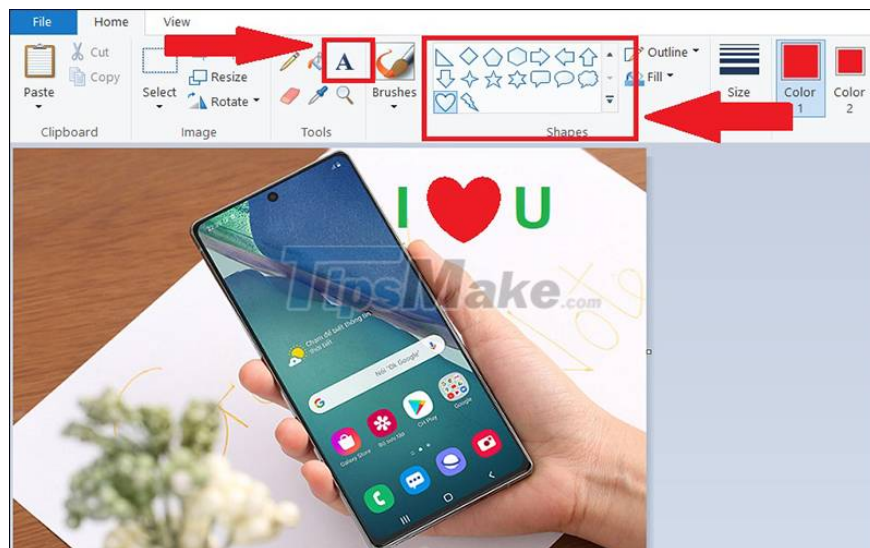
Select the magnifying glass icon > Left click to enlarge the image or right click to reduce the image.



### 3.7. Enter text or draw on images in Paint

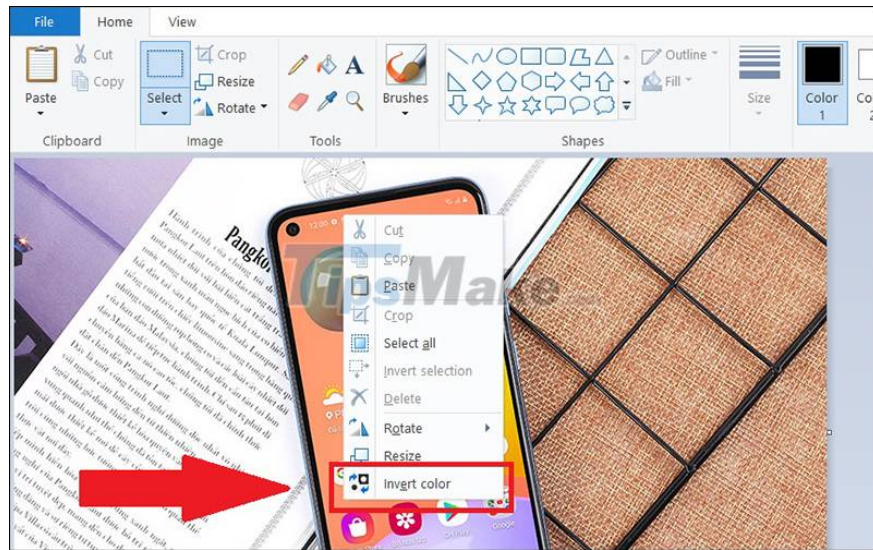
Select the letter A icon to enter text or select a given shape on the toolbar to draw an image.

After selecting the icon, click on the location where you want to add text, then proceed to enter text.



### 3.8. How to correct the color negative of an image

Step 1: Right click on the image > Select Invert color.

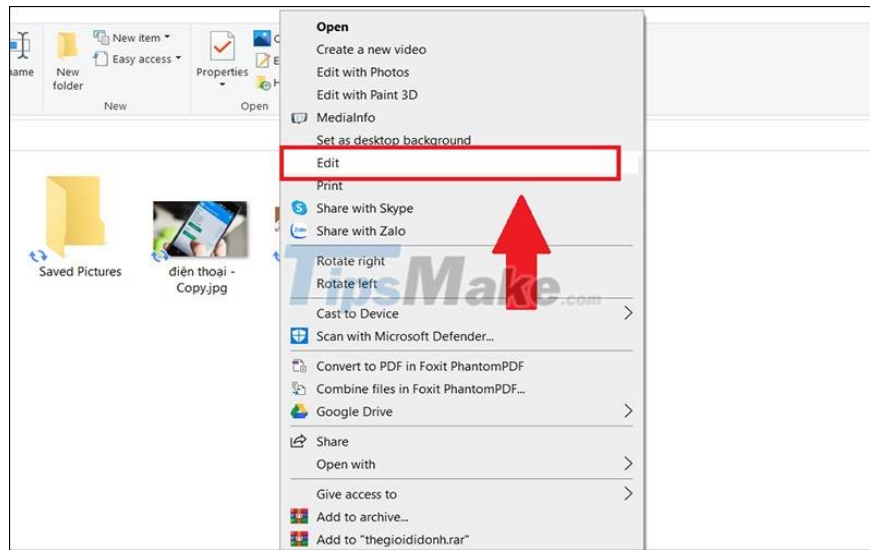


Step 2: After clicking Invert color, Paint will create the correct negative for your image.

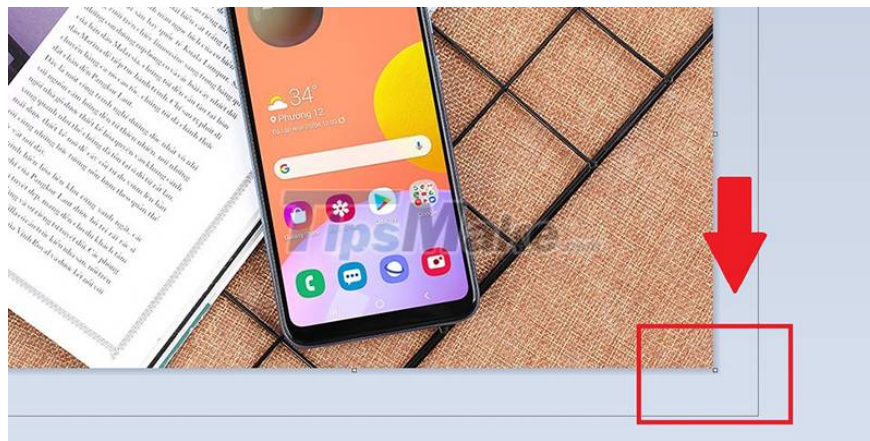


### 3.9. How to make a photo frame

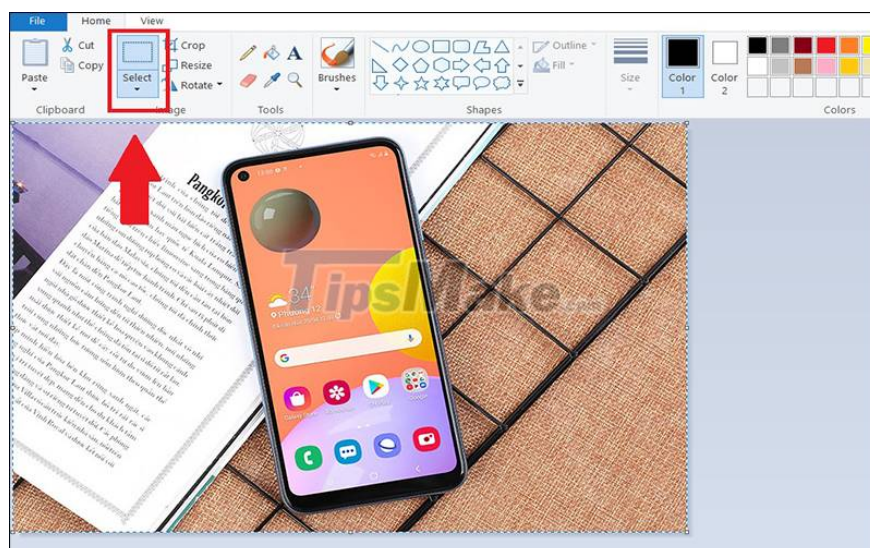
Step 1: Right-click on the image > Select Edit.



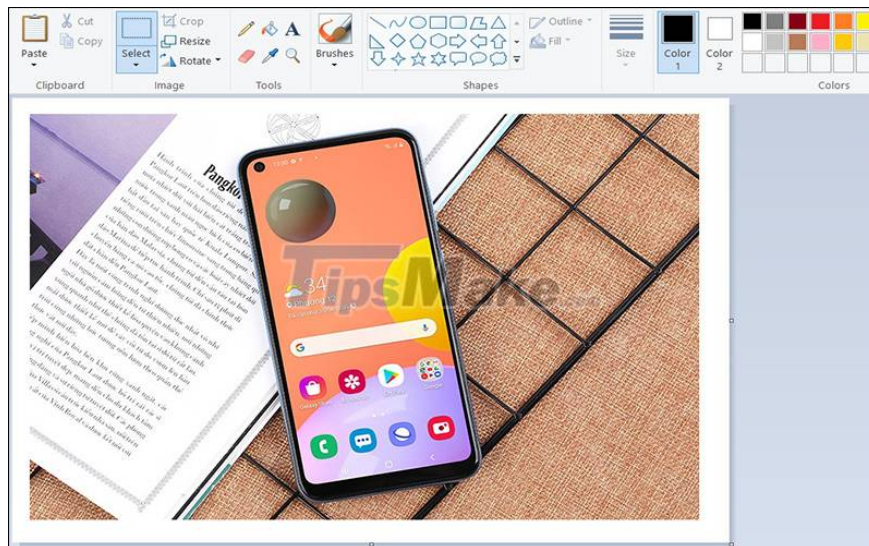
Step 2: Move the mouse to the lower right corner of the image until a double-headed arrow appears > Hold down the mouse and drag out a paragraph equal to the size of the frame you want to create.



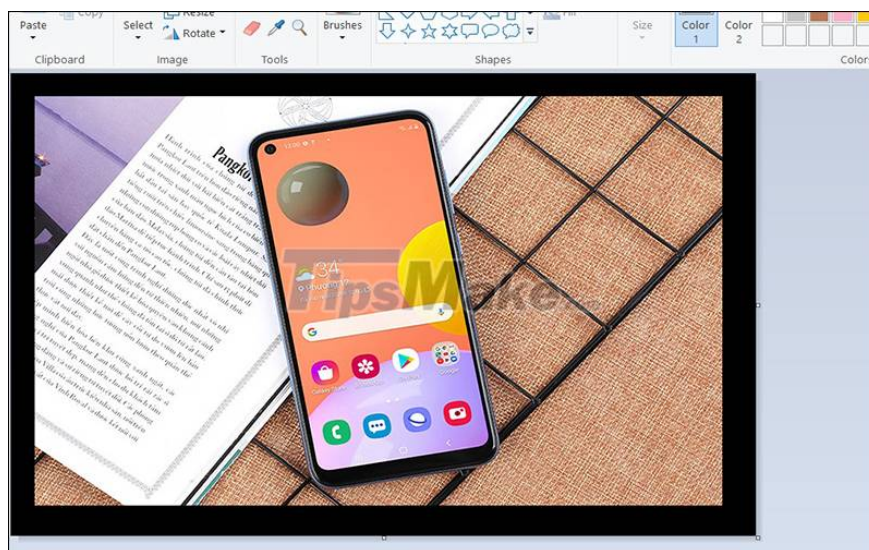
Step 3: Select Select > Drag the mouse over the image or use the keyboard shortcut Ctrl + A.



Step 4: Long press and move the photo to the center. So there is a white frame for the photo.



In addition, you can also add color to the border by selecting Fill with color (paint bucket icon) > Select the color you want to change > Left click on the white image area.



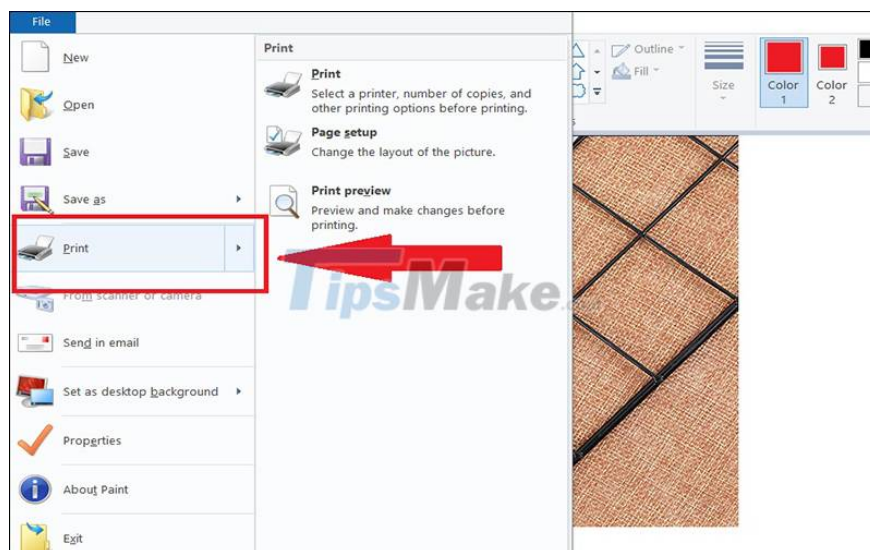
### 3.10. Erase part of the image in Paint

Select the Eraser tool (the eraser icon) > Choose a color in the Color 2 option to set the eraser color.

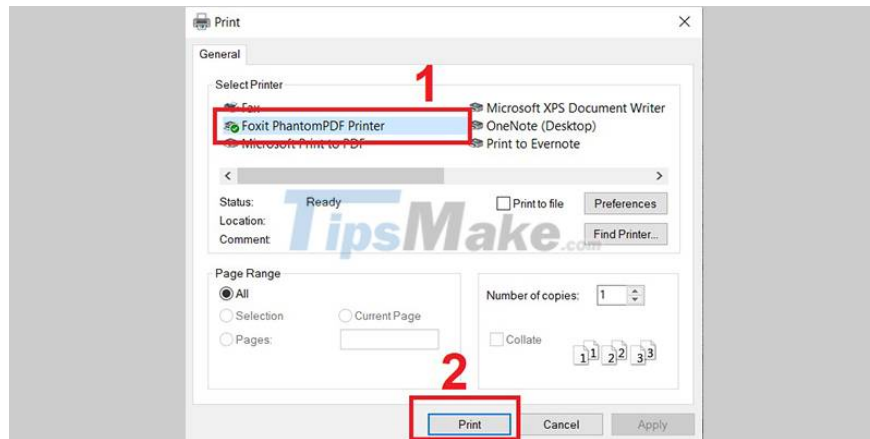


### 3.11. How to print image files after editing with Paint

Step 1: Select File > Select Print.



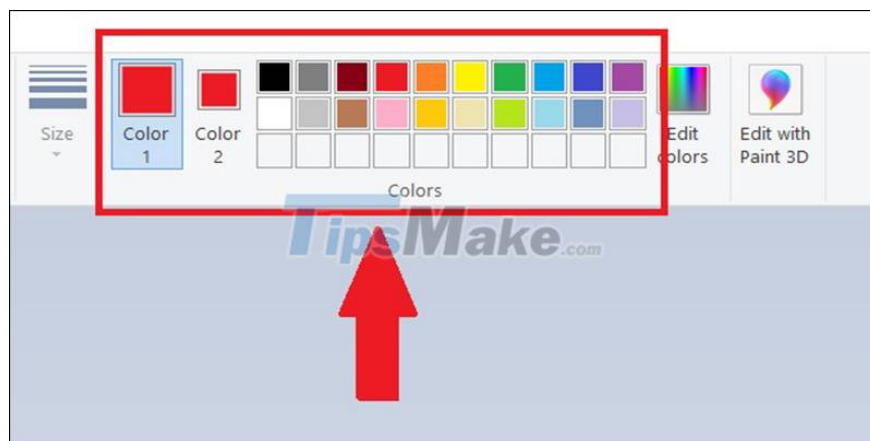
Step 2: Select the printer > Click Print.



## 4. Instructions on how to draw with Paint . software

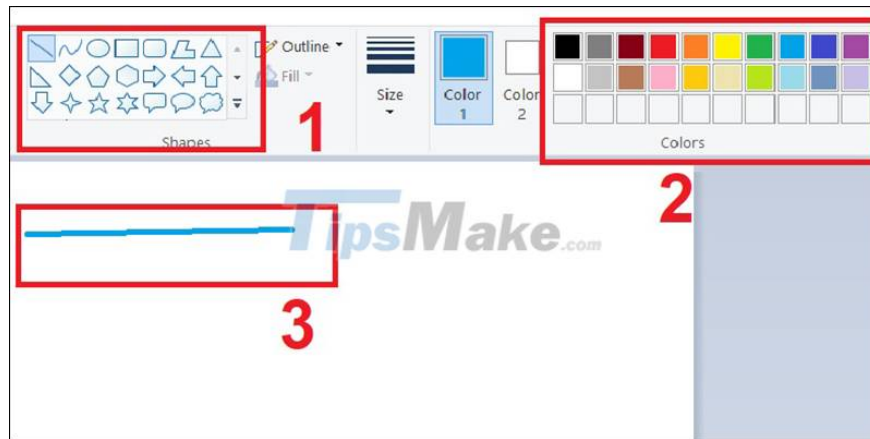
### 4.1. Choose a color in the Paint palette

The squares at the top are the color palette. Click to select the color you want to use on Paint. The inner color is "color 1" and the background border color is "color 2".



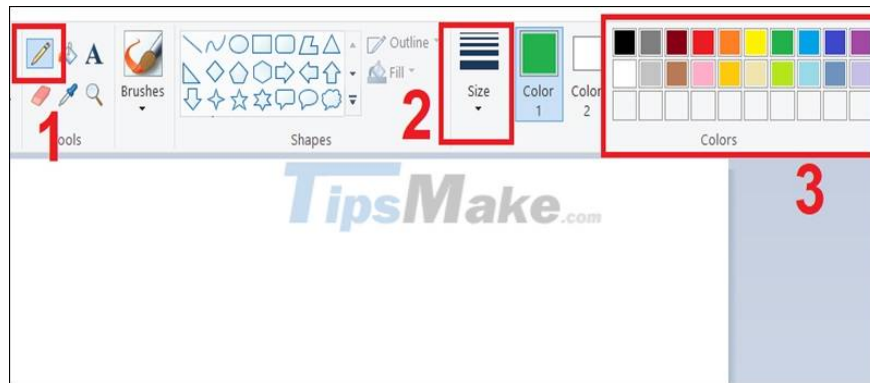
### 4.2. Draw a line or curve

Click to select the line or curve icon > Choose a color from the palette > Click anywhere on the canvas and hold down the mouse, drag the mouse as you want to draw.



**4.3. Draw a freehand shape with the Pencil tool**

Click to select Pencil (pen icon) > Select Menu Size to adjust the size > Choose color from the palette.

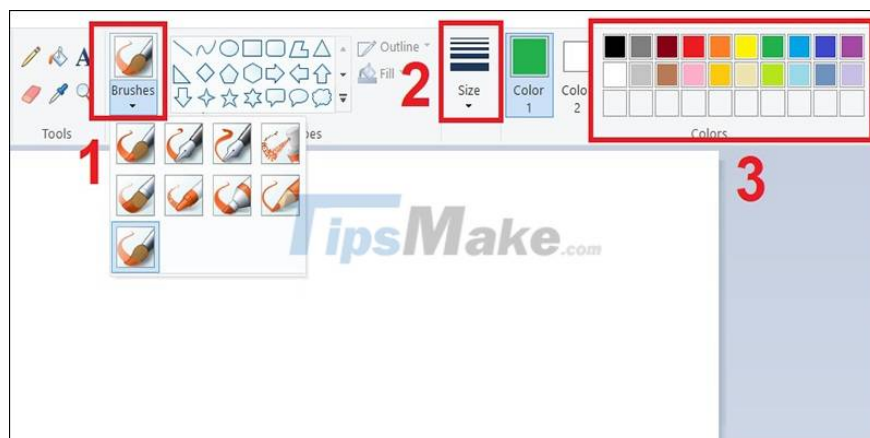


**4.4. Paint a variety of strokes with the Brushes/Paintbrush tool**

On Windows 7 and later, click the down arrow icon under Brushes and choose one of the options with the brush.

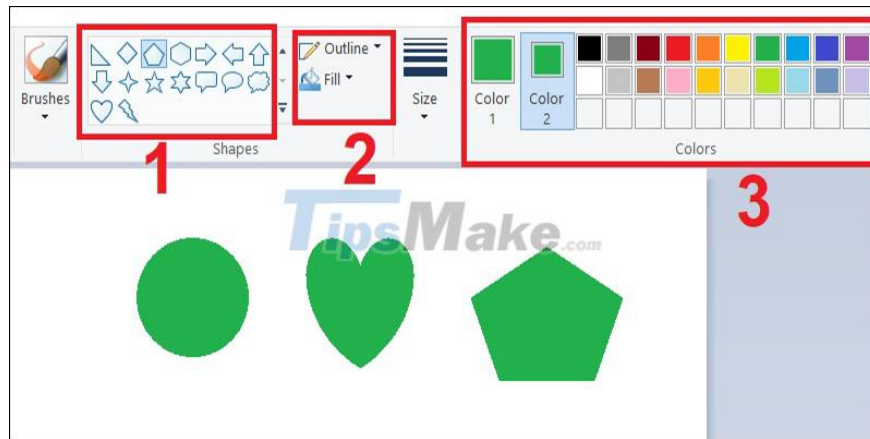
On Windows Vista and earlier versions, click the Paintbrush icon, then select a brush head.

You can select Menu Size to adjust the size > Choose color from palette.



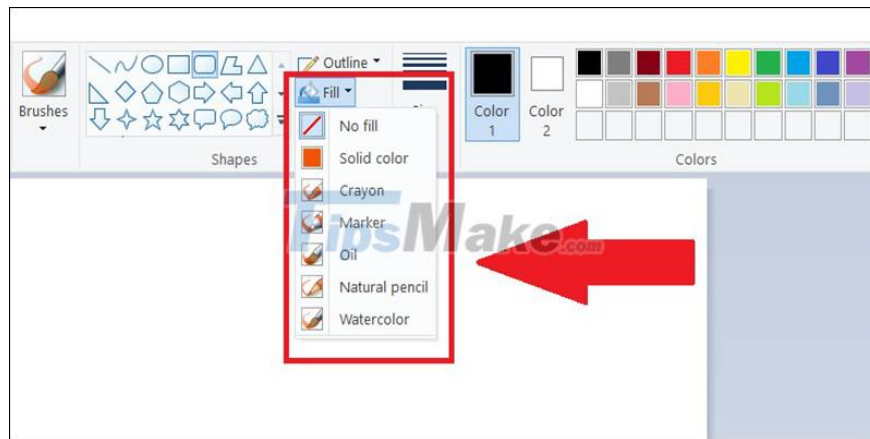
#### 4.5. How to draw cubes, shapes

Select any shape from the toolbar > Click Menu Outline and Menu Fill to adjust options > Select color from the palette.



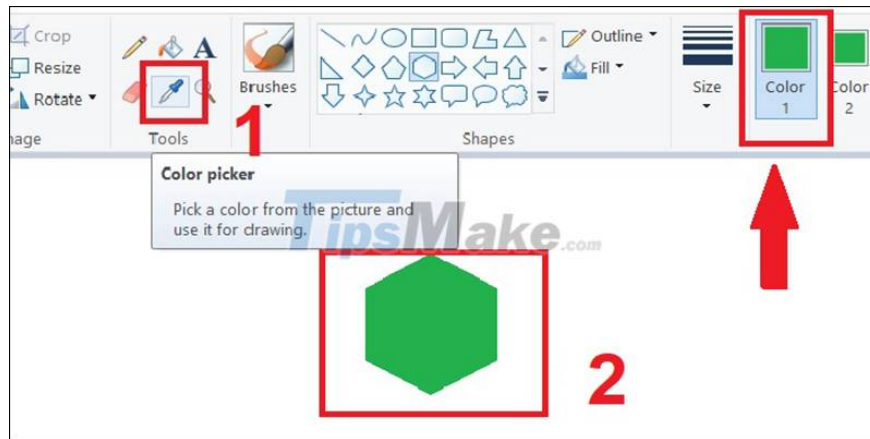
#### 4.6. Fill color, fill color

You select a shape with one color, then click Fill (a paint bucket-like icon) to change the unique color of that shape.



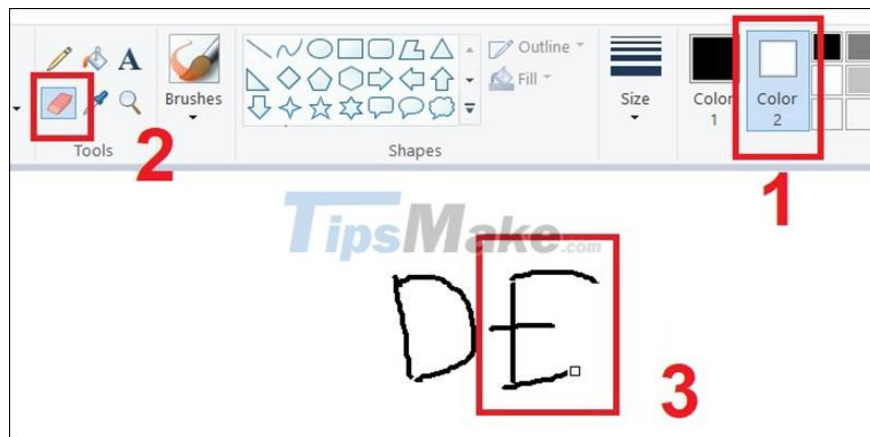
#### 4.7. How to copy the color on the drawing

Click Color picker (pen icon) > Move the pen to the color to copy. Now Color 1 will appear the color you just selected.



#### 4.8. Erase error details with the Eraser tool

If you use a white background, set Color 2 to white > Select Eraser (the eraser icon) > Hold down and hover over the area to be deleted.



#### 5. Keyboard Shortcuts in Paint

STT	Shortcut keys	Function
first	Ctrl + A	Select all images
2	Ctrl +	Copy selected area
3	Ctrl + X	Crop selected area
4	Ctrl + DRAW	Paste selected area vùng

5	Ctrl + Z	Return to the previous action
6	Ctrl + Z	Undo the action
7	Ctrl + E	View image details (Properties)
8	Ctrl + WOOD	Show/hide grid
9	Ctrl + P	Photo print settings
ten	Ctrl + CHEAP	Hide/show the ruler bar
11	Ctrl + W	Open the Resize and Skew dialog box
twelfth	Ctrl + FEMALE	Create a new photo
13	Ctrl + O	Open an existing image on your computer
14	Ctrl + S	Save edited photo
15	Ctrl + Page Up	Zoom out
16	Ctrl + Page Down	Enlarge
17	Alt + F	Open Custom Menu
18	Alt + Surname	Show shortcut/Switch Home tab
19	Alt + DRAW	Switch to the View tab
20	Alt + F	Close the window

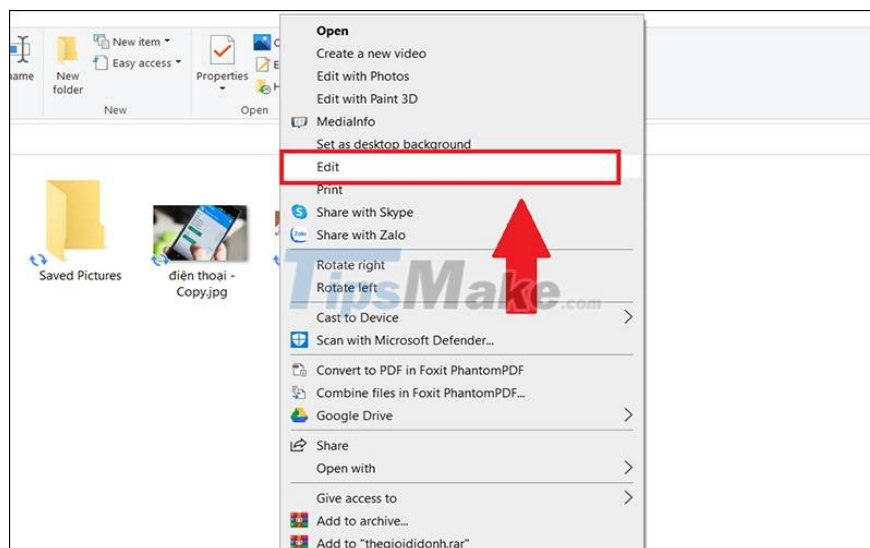
21	Alt + Esc	Quickly minimize the MS Paint application
22	Alt + Spacebar	Quick access right click on Title Bar
23	F1	Open support feature on Paint
24	F11	View photos in full screen mode
25	F12	Save the image as a new file
26	Esc	Deselect selection
27	Delete	Delete selection

## 6. Answers to some related questions

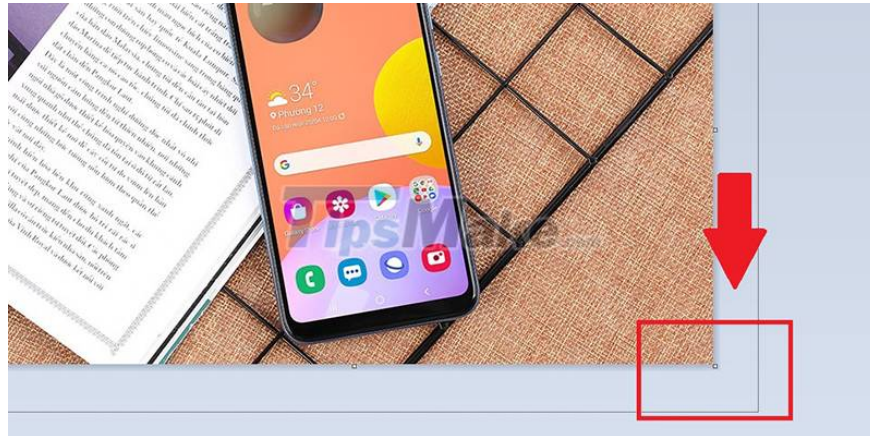
### 6.1. How to open 2 or more shapes in Paint?

When using the Open tool to open an image, usually you can only open one image in Paint. However, you can perform 2 or more images open with the following steps:

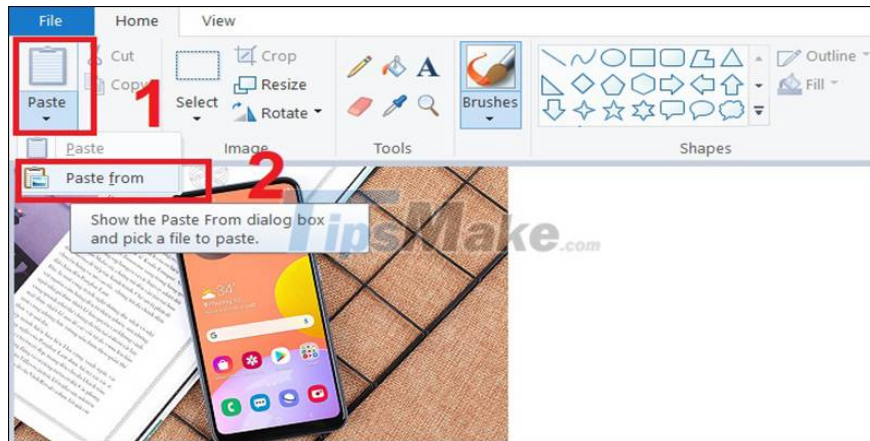
Step 1: Select the first image to open according to the instructions in Section 3.1 > Right-click on the image > Select Edit.



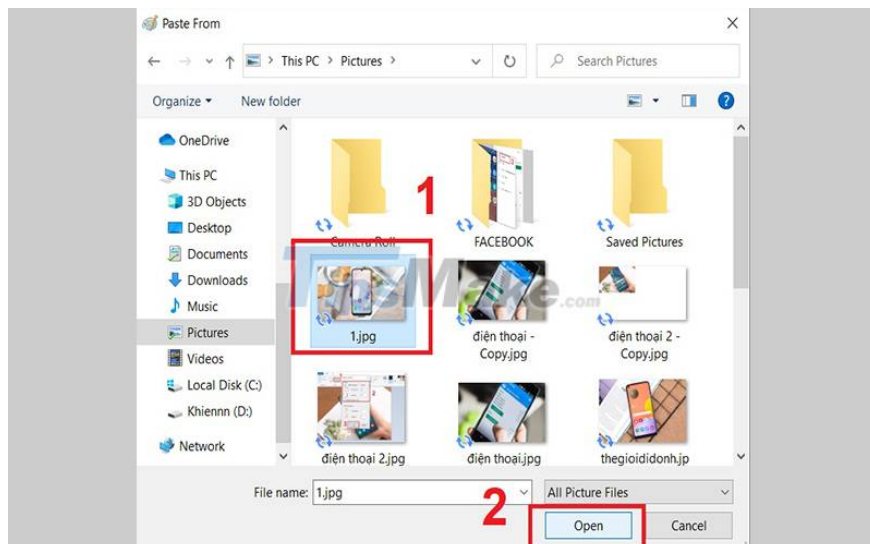
Step 2: Move the mouse to the lower right corner of the image until a double-headed arrow appears > Hold down the mouse and drag it away.



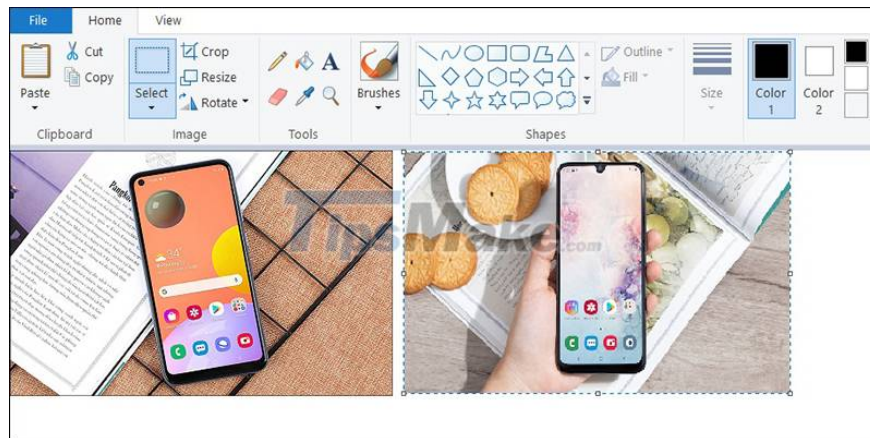
Step 3: Select Paste > Select Paste from.



Step 4: Select the second photo you want to open > Click Open.



Step 5: So you have opened the second image in Paint. To make the 2 photos not overlap, you click on the image and move to another place.

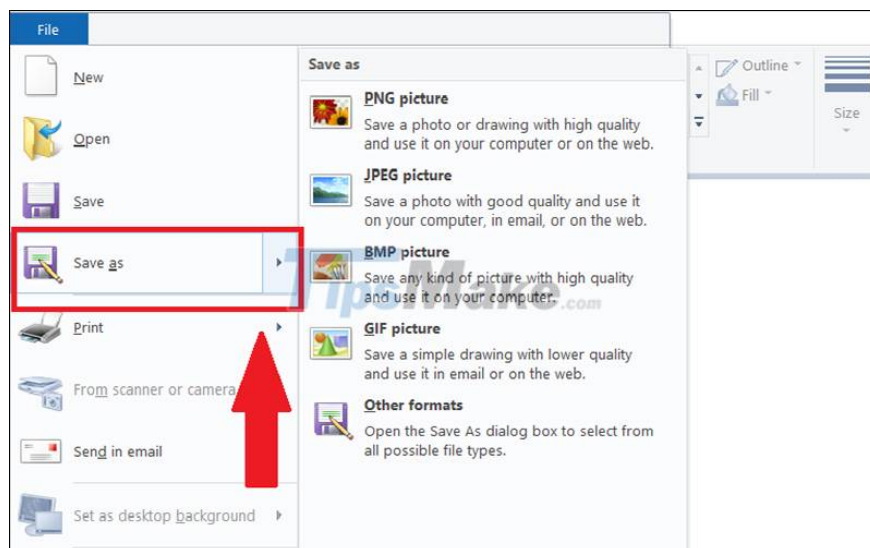


You can also do the same to open 3, 4 or more photos in Paint!

### 6.2. Is it possible to change the extension of png, jpg, jpeg or bmp images in Paint?

With Paint, you can completely change the image extension to png, jpg, jpeg or bmp, gif format.

To change the image extension, choose File > Save as > Select the image extension you want to change.



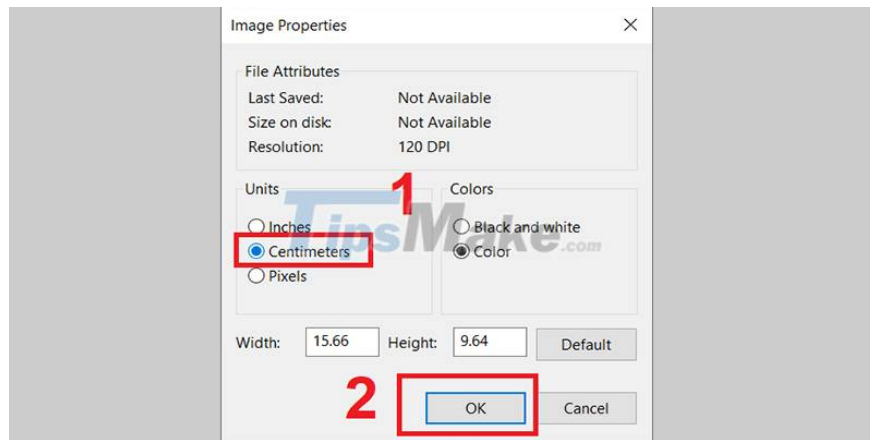
### 6.3. How to remove the logo on the photo?

If the background under the logo is monochromatic (1 color), you can overlay a cube and fill it with the same color as the surrounding background. In case the background is complicated, you should use Photoshop.

### 6.4. How to convert units on Paint to centimeters?

Step 1: Select File > Properties.

Step 2: Under Units > Select Centimeters > Click OK.



Convert units on Paint to centimeters

Above is how to use Paint and basic image editing in Paint so that users can edit photos as they want. Thank you for your interest.

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