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Overview

This part is about how to open a program and how to use Paint to create a graphic file.

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5. Creating a File

Opening a program

Computer programs create objects that can be saved as a file. Microsoft Word, for example, is used to create written documents that can be saved as text files. Computer programs are usually stored as files on the hard drive of a computer and are opened with the Windows operating system. A common way to open a program in Windows is to use the Start menu.

5. Creating a File

Using the Start menu to open a program

Paint is a simple program that is used to create drawings. To open Paint from the Windows desktop, follow the procedure that begins on the next page.

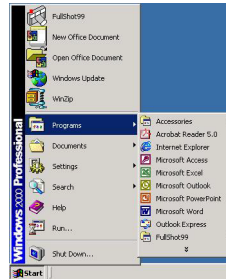
Step 1

Click Start button.



Step 2

After the Start menu appears, point to Programs.



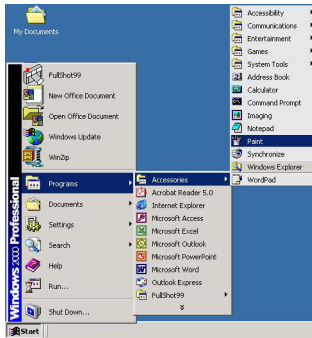
Step 3

After the Programs submenu appears, point to Accessories.



Step 4

After the Accessories sub-menu appears, point to Paint.



Step 5

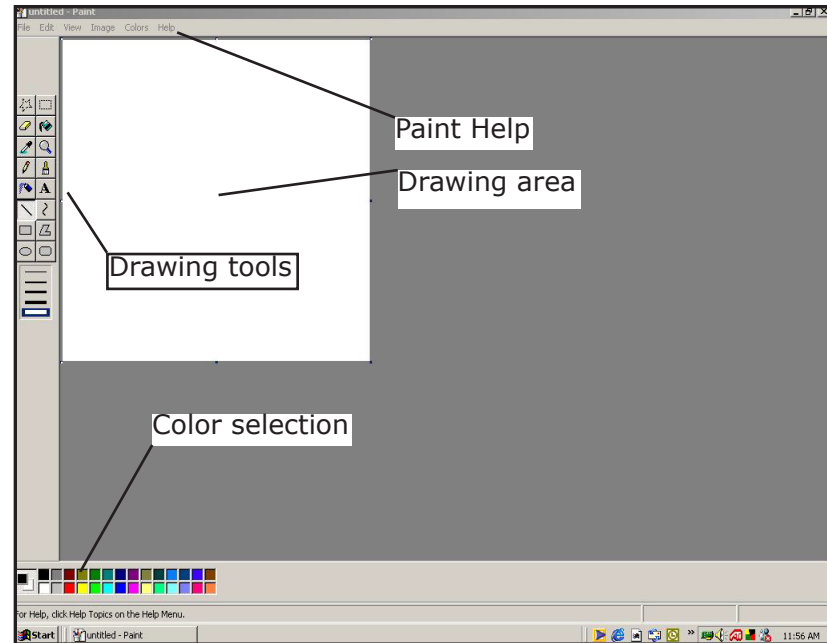
Click Paint.



5. Creating a File

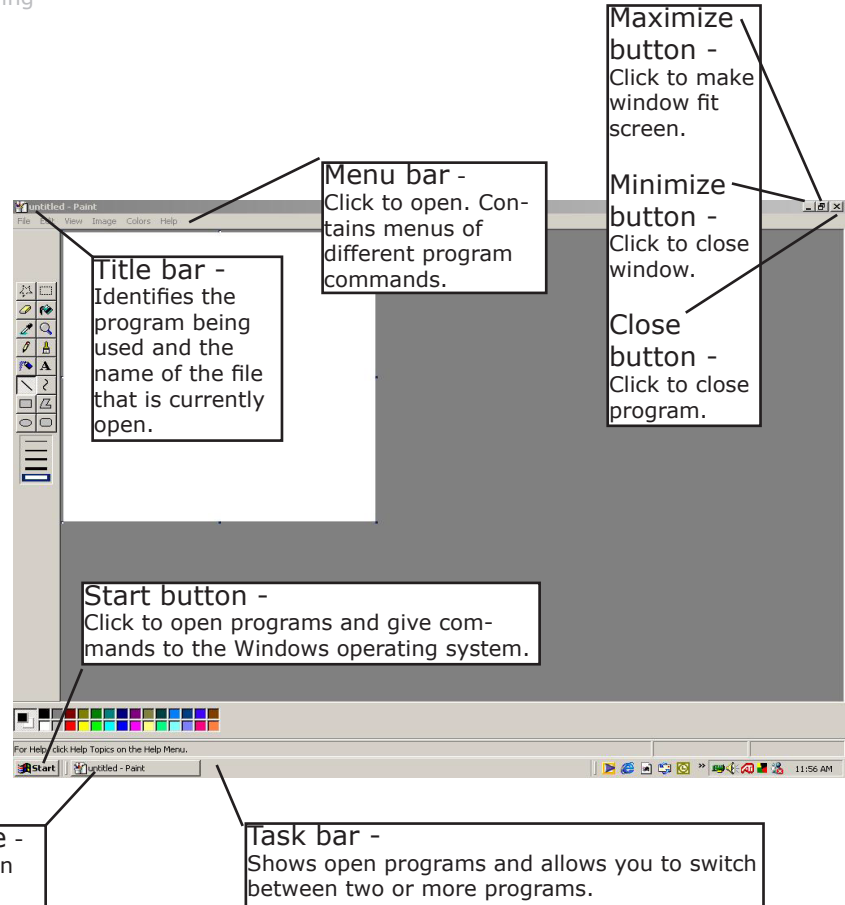
The Paint window

The Paint window displays a space to create a drawing, tools for making a drawing, a selection of colors to choose from, and Paint Help to teach you how to use the program.



5. Creating a File

In addition to the elements that are specific to this program, the Paint window has elements that are common to all Windows programs.



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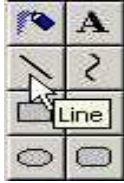
5. Creating a File

Creating a drawing

To create a simple drawing that can be saved as a graphic file, follow the procedure on the next page.

Step 1

Click the line tool button on the Paint toolbar.



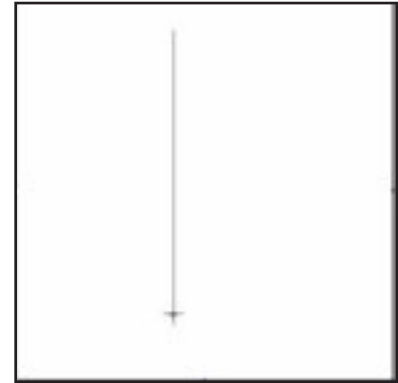
Step 2

Point the line tool pointer to a place near the top of the drawing area so that there is an equal amount of space on either side.



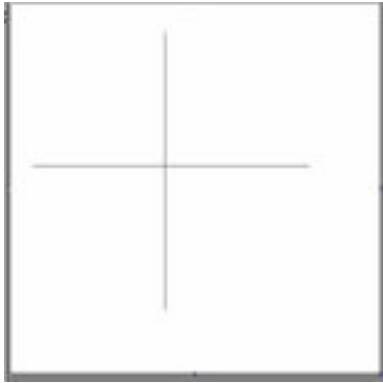
Step 3

Click and drag the mouse down to draw a vertical line. Release the button to end the line.



Step 4

Repeat the process to draw a horizontal line.



END

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