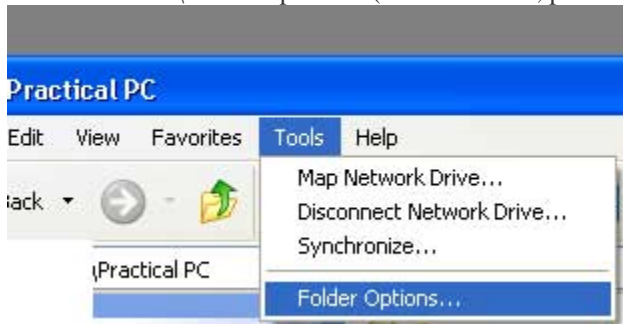


Lab 1

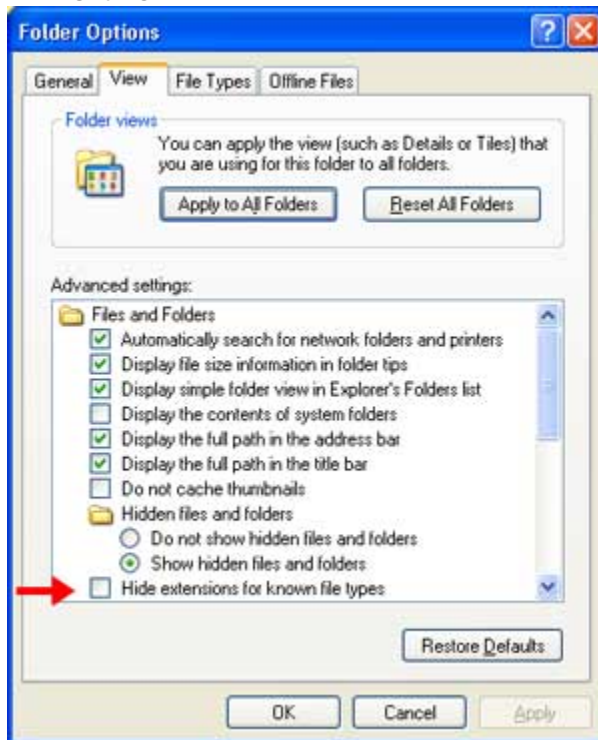
Controlling File Names

Many Windows computers are set up to hide known file extensions; this can be very confusing for computer students. To set your computer to display the entire file name:

- Open My Computer or Windows Explorer
- Choose Tools\Folder Options... (for Vista users, press the [Alt] key to reveal the Tools menu), then select Folder Options)

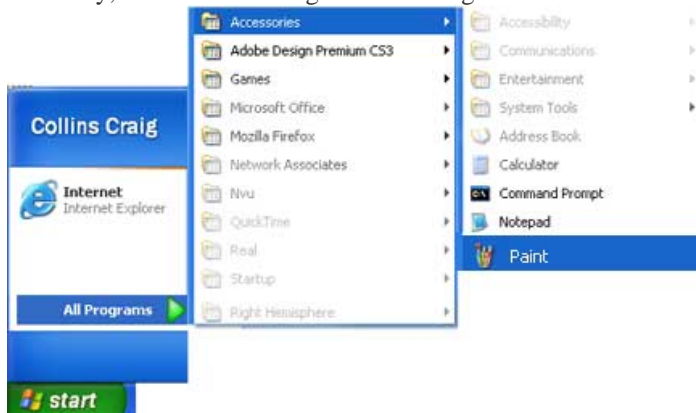


- Choose the View tab
- Click off the check mark next to 'Hide extensions for know file types'
- Click OK



Starting Paint

Normally, this is found using Start/All Programs/Accessories/Paint

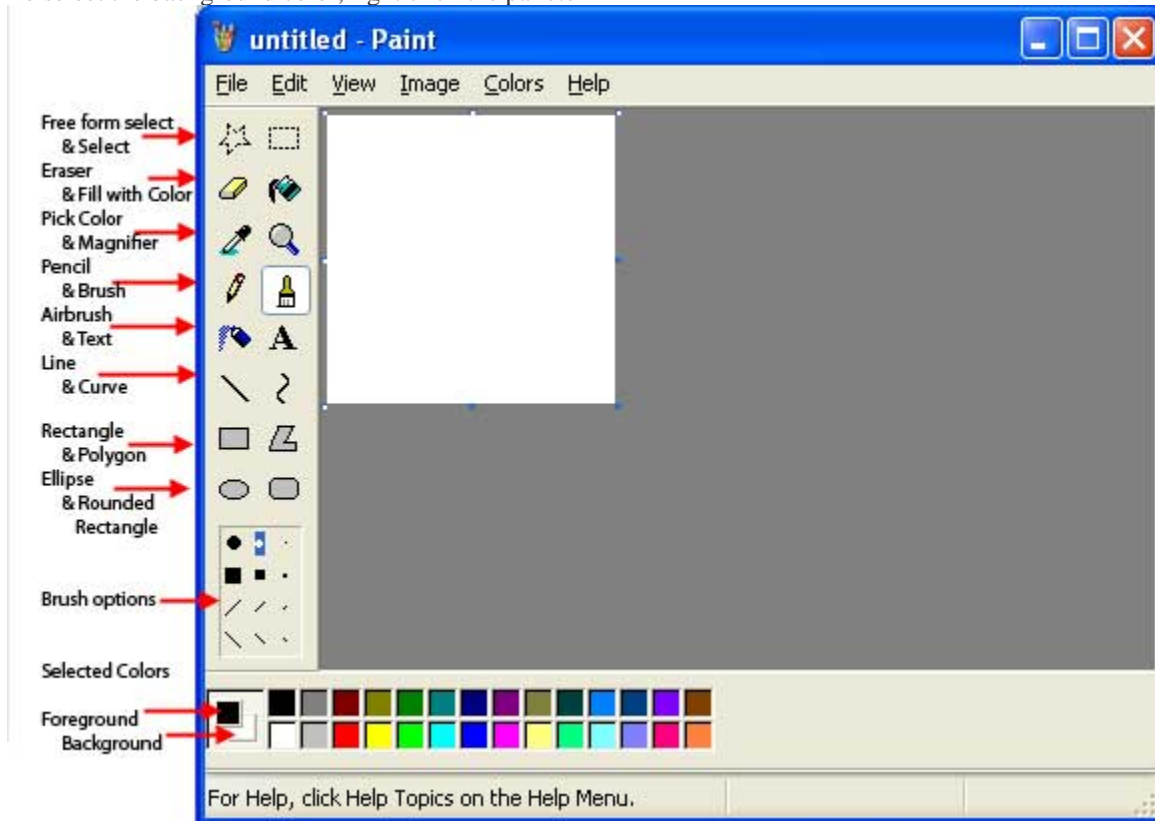


Below is a list of the tools

Note: the Options part of the window changes, depending on what tool is selected.

To select the foreground color, click the palette

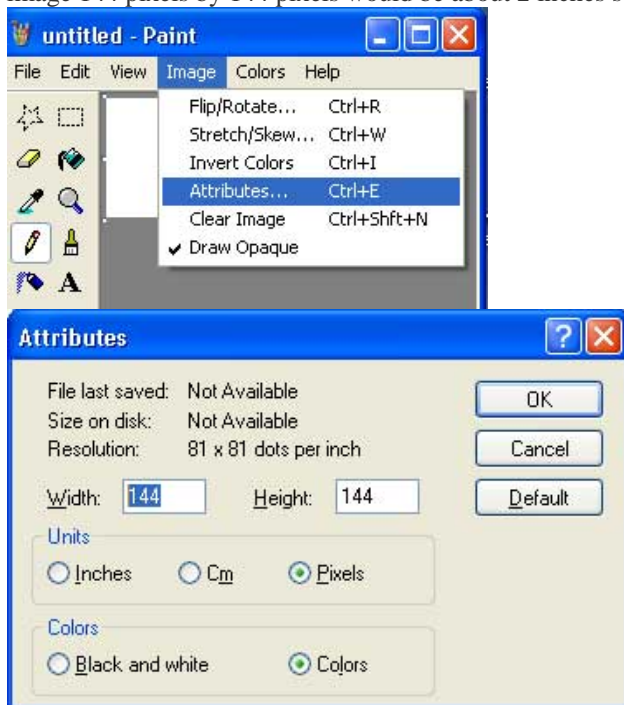
To select the background color, right click the palette



Experiment with all of the tools and options before beginning the lab.

For the lab, begin by setting the size of the image.

This can be measured in pixel, inches, etc. We will use pixels. Many times the screen resolutions is between 72 and 96 dpi, so an image 144 pixels by 144 pixels would be about 2 inches square.



To get a round shape that has a black outline and an orange interior:

1) Choose the Ellipse tool

2) In the options area, choose the middle box.

This will use the foreground color for the outside, and the background color for the inside.

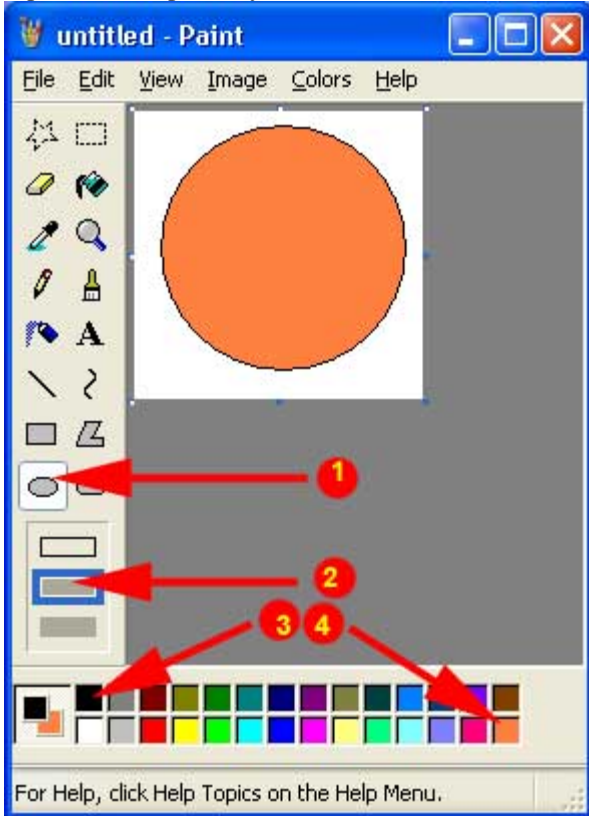
(The top option would be just the black outline, the bottom option would be a solid color)

3) Choose black as the foreground color by clicking the black square on the palette.

4) Choose orange as the background color by RIGHT clicking the orange square on the palette.

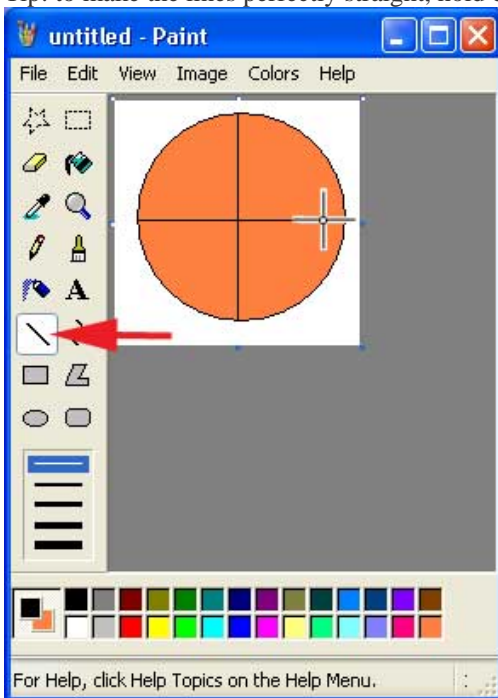
5) Click the left mouse button and drag the mouse to form the oval.

Tip: to make it perfectly round, hold down the Shift key as you drag the mouse.



Now choose the Line tool and draw the vertical and horizontal lines by dragging the mouse

Tip: to make the lines perfectly straight, hold down the Shift key as you drag the mouse



Now, choose the Curve tool.

Draw a straight line to the left of your vertical line

Click in the middle of the new line, and drag it toward the vertical line to curve it.

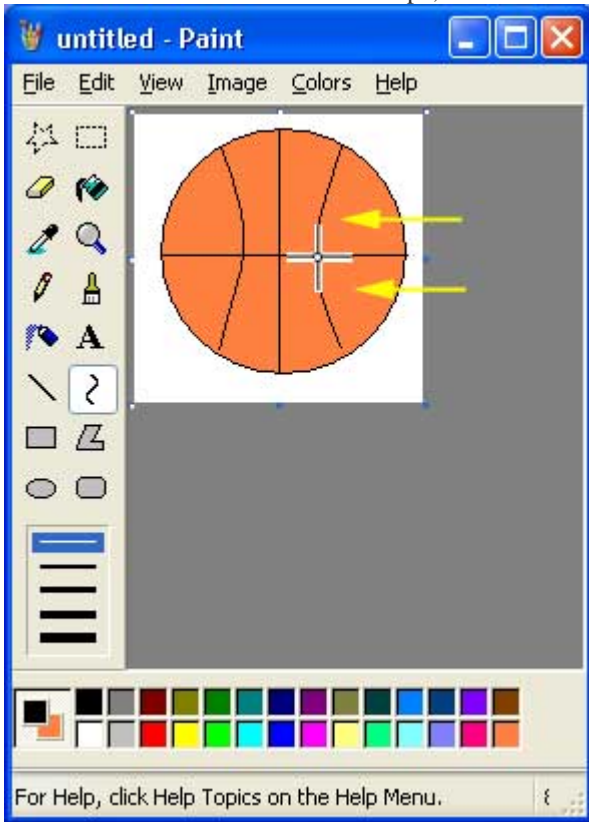
IMPORTANT: to lock in the new shape, click on some other tool, like the selection tool.

Now, choose the Curve tool again.

Draw a straight line to the right of your vertical line

Click in the middle of the new line, and drag it toward the vertical line to curve it.

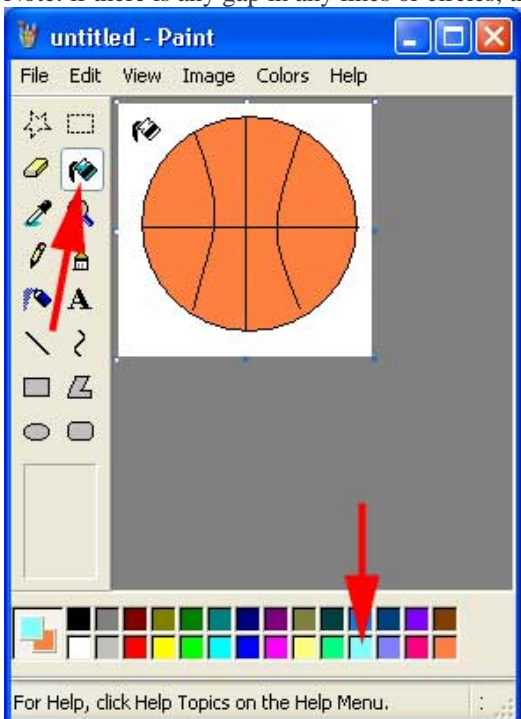
IMPORTANT: to lock in the new shape, click on some other tool, like the selection tool.



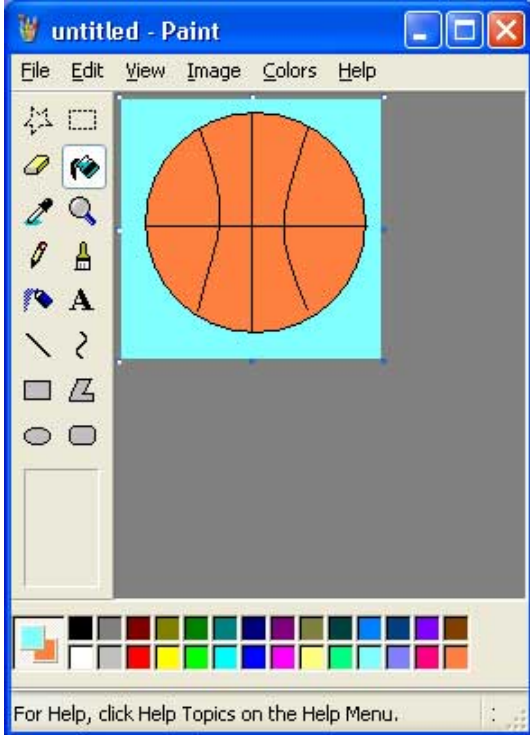
Now, to fill the white canvas with a different color.

The Fill With Color tool will flood a connected area with the color you choose

Note: if there is any gap in any lines or circles, the Fill With Color tool will replace the old color

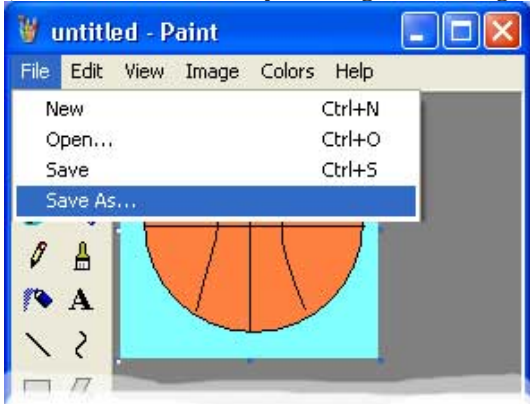


The final product should look something like this:

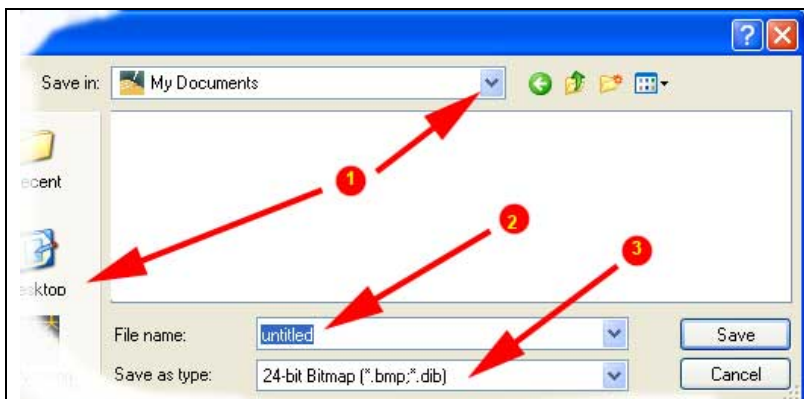


Now, to save our masterpiece.

Since this is a new file, we will use File/Save As (File/Save is used when you change an existing file)



- 1) Choose where you want to save your image (lab 1 folder)
- 2) Choose the name you wish to use (ball.bmp)
- 3) For ARTC 1325 lab 1, make sure it will be saved as default type Bitmap... this will add .bmp to the filename
Other options, for different applications, include .gif (which can be animated) and .jpg (more on these later)



Once you choose Save, you'll see the name of your image on the title bar.

To Zip, browse to the the location of lab1 folder (don't open the folder)
Right click the lab1 folder
Choose Send To...
Choose Compressed (Zipped) Folder

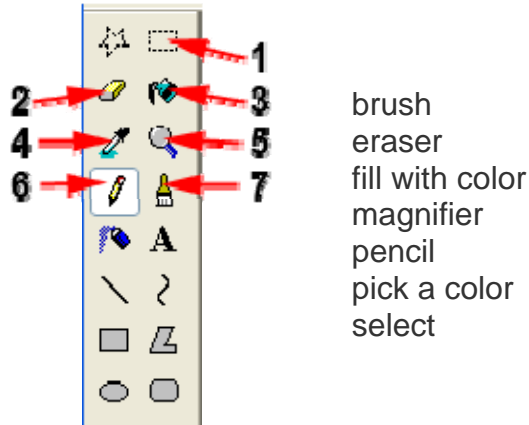
You may rename the new zip by right clicking it.

The file name should be yourname-lab1.zip

At the end of this process, you will be turning in answers using the Quizzes area of [Desire2Learn](#), based on the following questions. So, to get the best score, fill in all the answers in this document first.

Answer the following questions

- Match the terms with the correct Paint tool



- One way to resize a Paint canvas is to click the drag handles on the sides, or corners. What's the other way?
 - File\Properties
 - Edit\Canvas
 - View\File Size
 - Image\Attributes
- True or False, you select the background color by left clicking the desired color box.
- To make a line straight, or an ellipse perfectly round, you hold down the ____ key
 - alt
 - ctrl
 - F1
 - Shift
- True or false, When you select the brush tool, you can select multiple brush size/shape options
- The default for a Paint file type is
 - bmp
 - gif
 - jpg
 - png
- True or false, When using the curve tool, the easiest way to lock in the curve in place is to
 - press F1
 - select another tool
 - click the lock button
 - select a different color
- If you have a box drawn that you wish to fill with color, you must first make sure
 - the box has no gaps, or the color will flood other parts of the image, also
 - the background color is set to the same shade as the foreground color
 - you must select another tool, before using the tool again
 - that the new color is darker than the old color
- True or false, You can copy an image from another program, and paste it into Paint