

GaETC 2003  
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**Paint** comes (free) with Microsoft Windows. To access this program, go to Start/Programs/Accessories/Paint. While you can use Paint to create your own drawings, but it's especially useful to modify existing clip art that needs a little tweaking! For instance, you can

### Recolor Existing Clip Art

1. Copy the piece of clip art you want to recolor onto the computer clipboard (Edit/Copy or Ctrl-C).
2. Open the Paint program.
3. Paste the clip art into Paint (Edit/Paste or Ctrl-V).
4. Choose the new color you want to use from the palette on the bottom of the Paint screen and click on that color. (Note: if the color you want is not on the palette, go to Colors/Edit Colors/Define Custom Colors and edit the Color box. When you have the color you want, click Add to Custom Colors.)
5. Choose the paint bucket tool and position it over the color you want to replace and click! Voila - the old color is replaced with the color you selected in step 4. The only catch is, the area you are recoloring must have a solid border, otherwise the new paint color will leak into surrounding areas!
6. Tip: If you want to replace a color with another color that is already used in the clip art, use the eye dropper tool to "suck up & select" the color you want, and then proceed with step 5.
7. Save the new clip art file... or simply copy and paste the recolored clip art into the document you are working on!

*This strategy is particularly useful when you need to recolor .bmp, jpg, or .gif files. Many applications programs such as PowerPoint have recoloring features, but they generally will not work with .bmp, .jpg, or .gif files!*

### Rotate Clip Art

1. Copy the piece of clip art you want to rotate onto the computer clipboard (Edit/Copy or Ctrl-C).
2. Open the Paint program.
3. Paste the clip art into Paint (Edit/Paste or Ctrl-V).
4. On the Paint menu, choose Image/Flip-Rotate/ and then choose whether you want to flip horizontally or vertically, or rotate by 90, 180 or 270 degrees. Click OK to complete the action.
5. Save the new file, or copy and paste the rotated clip art into the document you're working on!

## Edit Clip Art

1. Copy the piece of clip art you want to edit onto the computer clipboard (Edit/Copy or Ctrl-C).
2. Open the Paint program.
3. Paste the clip art into Paint (Edit/Paste or Ctrl-V).
4. Use the eraser tool to get rid of any parts of the clip art you don't want. If this is going to require fine detailed erasing, go to View/Zoom/Large in the Paint menu and you'll be able to erase pixel by pixel. Sometimes it's easier to refill an area with white rather than actually erasing! (See recoloring a picture!)
5. You can use the drawing tools; the pencil, paint brush, air brush, text tool, line, curve, rectangle, polygon, ellipse or rounded rectangle) to draw new components into your clip art.
6. You can also copy and paste other clip art into the original clip art!
7. Save the new file, or copy and paste the edited clip art into the document you're working on!

## Change File Formats

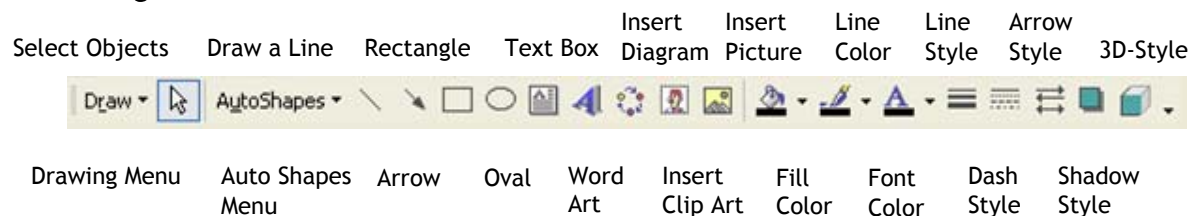
This is a great tool for those times when you need to convert a .bmp or .wmf or other file format into a .gif or .jpg (and you usually encounter this when you're trying to include a piece of clip art in a web page!).

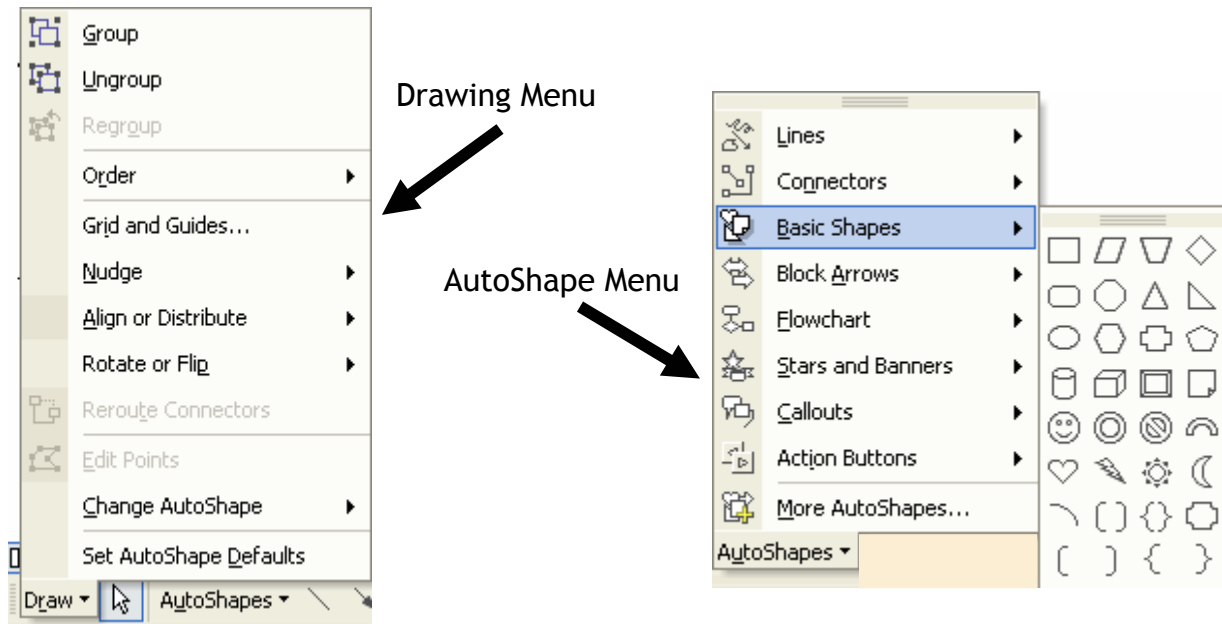
1. Copy the piece of clip art you want to convert onto the computer clipboard (Edit/Copy or Ctrl-C).
2. Open the Paint program.
3. Paste the clip art into Paint (Edit/Paste or Ctrl-V).
4. On the Paint file menu, choose File/Save As. In the Save As window, enter the file name, and select the file type by using the pull down window. Highlight the file type you want (.gif, .jpg, .bmp, .tif, or .png) and click save. Easy as pie!

## PowerPoint

also has some terrific tools that are often ignored! The drawing tools will let you create original graphics, or annotate and embellish images you've imported from elsewhere - great for tutorials! The drawing tools will also let you group/ungroup sets of images and text, or rotate/flip graphics. The picture tools will let you recolor and crop images among other things!

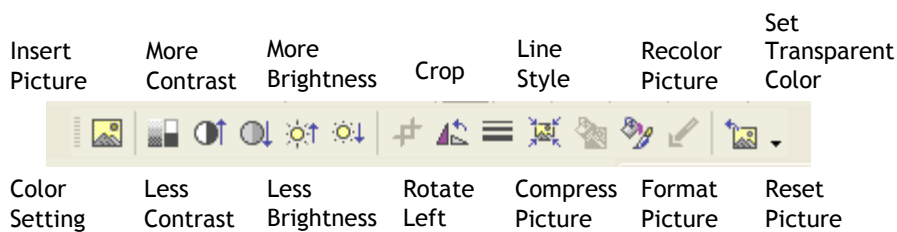
## Drawing Tools





## Picture Tools

The Picture Toolbar may not show in your PowerPoint window when you create or open a new presentation. If this is the case, go to the PowerPoint menu and choose View/Toolbars and make sure there is a ✓ by the Picture Toolbar.



## Other Tricks

that may be useful are screen captures (great for simulating web sites when you don't have web access) & sites for finding images or video on the web.

## Screen Capture

1. (PC) Open the screen window that you want to capture and press the Print Screen button on your keyboard. This will copy a picture of the screen image onto your computer clipboard.
2. Open the application you want to use your captured screen image in, then paste (Edit/Paste or Ctrl-V) the image into the application. Once the image has been pasted, you can edit it using the Drawing or Picture tools discussed above.

## Finding Pictures & Video on the Web!

Google ([www.google.com](http://www.google.com)) has a search engine for images, and Alta Vista ([av.com](http://av.com)) has a search engine for images and video that will let you search by file type and size!