

## **HINTS, TIPS, TRICKS, AND TROUBLESHOOTING**

- **When editing the page setup make sure the grey box on the left is completely inside the bigger white box.**
- **To avoid problems with formatting/printing, print one page of pictures at a time.**
- **When you're in Page Setup and you are editing the margins, you can just delete all the numbers in the box and Paint will automatically give you the smallest margin.**



## **OTHER USES FOR PAINT**



**Paint, although a very basic program, is very versatile. Not only can you use it to get pictures from the internet and get them ready to print, you can do many other things, too.**

**Paint is most commonly used as a drawing and painting program. It's easy, user-friendly, and comes with effects easy enough for a second grader to enjoy!**

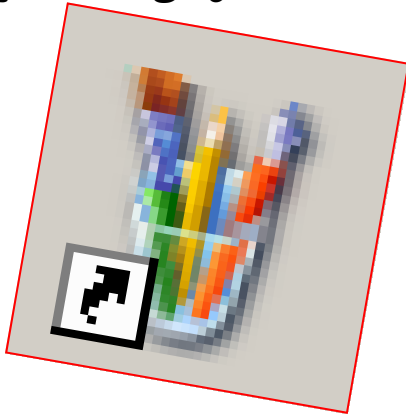
## **HOW TO FORMAT A PAINT DOCUMENT TO PRINT**



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# **PAINT!**

**Paint is a basic creating/editing art program that comes standard with most Microsoft Windows operating systems.**



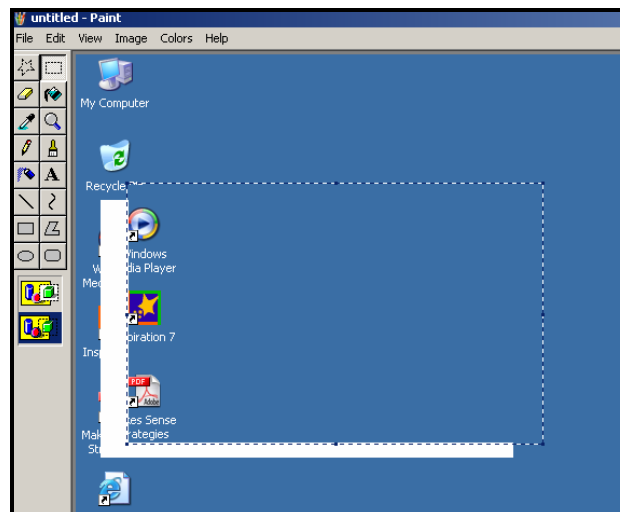
**Paint is mainly used for drawing or editing pictures.**

**If you need to print pictures from the internet, you can use Paint.**

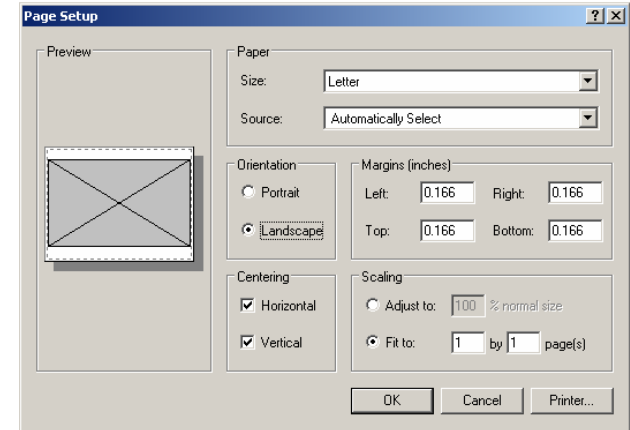
**I would not recommend using Paint to edit pictures, because as a basic program, it lacks many of the special tools and effects of a photo design program such as Photoshop.**

## **GETTING A PICTURE FROM THE WEB**

**If you're pulling a picture from an image hosting site, you simply copy and paste the picture to your Paint document.**  
**If the picture is part of the design of the site, press Prnt Scrn, paste the entire screen image to your document.**  
**Then, cut the picture you want out of the page.**



## **FORMATTING THE DOCUMENT**



- 1. Go to File, Page Setup, and a window will pop up.**
- 2. Choose landscape orientation.**
- 3. At the bottom right, type in a 1 in both the boxes in the Fit To section.**
- 4. Decrease the margins as low as they will go without having the edges of the pictures cut off.**
- 5. Click Okay and then go to Print Preview to make sure the document will print right.**
- 6. Select the correct printer and print.**