






Creating and Saving a Paint File

Note: You don't have to save this file, the instructions are here just to show you how to save.

1. Click the **Start** button on the taskbar, point to **Programs**, point to **Accessories**, and then click **Paint**.
 - If the **Paint** window does not fill the whole screen, click the **Maximize**  button.
2. Click the **Ellipse**  tool in the toolbox at the left of the window, then click the third fill style to create a circle without a border (the styles appear below the Toolbox).
3. With the **RIGHT** mouse button, click on a color from the color palette, and in the drawing window, hold down **[Shift]** with the **LEFT** mouse button as you drag to create a filled circle that is about two inches across.

Note: Holding down the shift key when using the ellipse or rectangle tools creates a perfect circle or square.

4. Click the **Text**  tool to select it, then in a blank area just below the circle, drag a thin rectangle that is about three inches long and type your name.
5. A **Fonts** toolbar should appear. However, you can also click **View** on the menu bar, and then click **Text Toolbar**, if the **Text Toolbar** is not already displayed.
6. In the **Text** toolbar, click the **Font** list arrow, then click **Arial** or another font in the font box, type 14 another font size in the size box, then click the **Bold**  button to bold your text and the **Italic**  button to make your text italicized.
7. Click **File** on the menu bar, and then click **Save As**.
8. Click the **Save In** list arrow, and click **3½ Floppy (A:)**, then click the **Save As** type list arrow and click **16 color Bitmap**.
9. To finish saving double click the text in the **File Name** box, type **My File**, and then click **Save**.