

**Welcome to our 2 Short Lessons
designed to help you create a small image for our website.**

Lesson 1. Create a Small Image using information from a website.

Lesson 2. Create a Text Image using MS Paint.

Advertiser images should be made to the size 5.3cm wide x 2.7cm high to achieve a clear looking image that will fit neatly within the Advertiser Areas dedicated to this website.

Most of the time you will find a logo or image on the other persons website that you can use or you create a simple text image.

Switch your computer on.



Lesson 1. Create a Small Image using artwork from a website.

Step 1. Go to the website that you are going to advertise and notice if they have a logo and if so have it clearly displayed on the screen. (You may just see their business name written in a specific font)

Remember the size should be about 5.3cm x 2.7cm.

Step 2. Once you have an image that you can use as an Advertising Image clearly displayed on the screen you can press the **Print Screen key** located top right on the keyboard which performs a Screen Dump (copy of screen). Nothing seems to have happen but a copy of the screen is placed in memory.



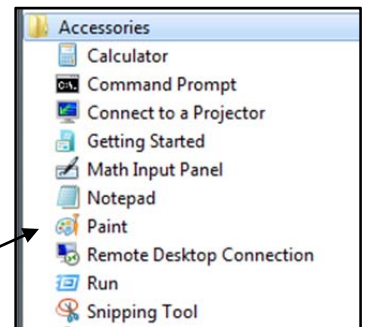
Step 3. Run the MS Paint program so we can work with this image/picture.

RUN MS PAINT - MS WINDOWS 7

RUN MS PAINT - MS WINDOWS 8

- a. Click on the **Start** button
- b. Click on **All Programs**
- c. Click on **Accessories** from the menu
- d. Click on the **Paint** option from the menu
- * the MS Paint program will run

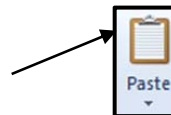
- a. Perform a **search** for Paint
- b. Click on the **Paint icon**



Step 4. Perform the Paste function to present the Screen Dump.

PASTE

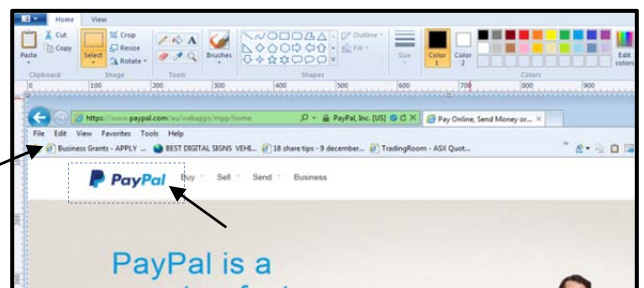
- a. Press **Ctrl+V** or click on the **Paste icon** located left of the Toolbar



Step 5. Select the part of this image you want as your Advertising image. Getting close to 5.3cm x 2.7cm.

SELECTING

- a. Click on the **Select icon** (In the middle of the square)
- * Click on **Rectangle** if you clicked on the Select scroll icon
- b. Click-drag from the **top left** over and down to the **bottom right** of the image you want
- * a white dotted line will show you what is currently selected



Step 6. Perform the Copy function to take a copy of the area you have selected.

COPY

- a. Press **Ctrl+C** or click on the **Copy icon** located left of the Toolbar



Now we need a new blank worksheet that is 5.7cm wide x 2.3cm high.

Step 7. Call upon a New Sheet.

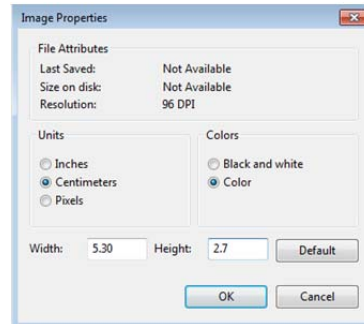
NEW SHEET

- a. Press **Ctrl+N**, click on **Don't Save** from the message) or
- a. Click on the **Paint Scroll icon**, click on **New**, click on the **Don't Save** button from the message

Step 8. Set the Worksheet size to 5.3cm Wide and 2.3cm High.

MEASUREMENT PROPERTIES

- a. Click on **the Paint scroll icon** from the main menu
- b. Click on **Properties** from the menu
- c. Click on **Centimeters** for the **Units area**
- d. Enter **5.3** to the **Width** and **2.7** to the **Height**
- e. Click on the **Ok** button



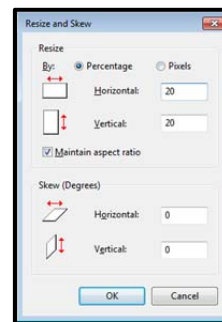
Step 9. Perform the Paste function. (Click on the **Paste icon** or Press **Ctrl+V**) to Paste the copy.

Notice that the image is currently selected as there are dotted lines surrounding it, if the image is slightly larger then you will need to reduce the image size.

Step 10. Reduce the size of the image if necessary.

RESIZE

- * Have the image selected
- a. Click on **Resize** from the Toolbar
- b. Click in the **Horizontal area** and enter a much smaller number eg. **20** to reduce the size by 20%
- c. Click on the **Ok** button



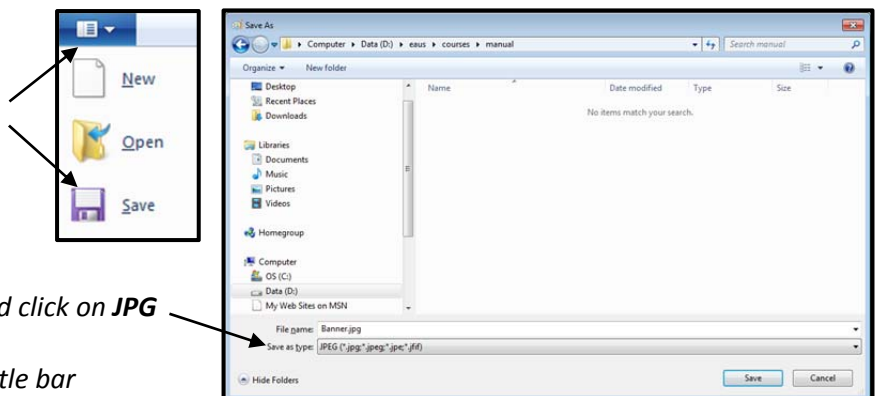
Step 11. Check the worksheet size again. (Click on the **Paint Scroll icon**, click on **Properties**)

Step 12. You can select the image and move it around on the Worksheet area. (Click on the **Select icon**, click -drag from top left to bottom right to select the image, click-drag the image by placing the cursor in the middle of the selected image)

Step 13. Once you have the Advertising Image the size you want and it is looking good then perform the Save function and ensure the file type is jpg.

SAVING AN IMAGE FILE

- a. Click on the **MS Paint scroll icon**
- b. Click on **Save** from the menu
- * The Save window appears, you must select the folder you want to store your file into
- c. Select a **Folder** eg Mywebsitefiles
- d. Enter a **Filename**
- e. Click on the **Save as Type scroll icon** and click on **JPG**
- f. Click on the **Save** button
- * The filename is now displayed on the Title bar



Lesson 2. Create a Text Image using MS Paint.

Step 1. Run the Paint Program or call upon a New Sheet. (Press Ctrl+N)

Step 2. Set the Worksheet size to 5.3cm Wide and 2.3cm High.

MEASUREMENT PROPERTIES

- Click on **the Paint scroll icon** from the main menu
- Click on **Properties** from the menu
- Click on **Centimeters** for the **Units area**
- Enter **5.3** to the **Width** and **2.7** to the **Height**
- Click on the **Ok** button

Step 3. Fill the worksheet with a colour. (View the diagram below)

SET THE PAGE COLOUR

- Click on the **Home tag**
- Click on a **Colour** from the **Colour Pallet**
- Click on the **Fill Bucket icon** from the **Tools area**
- Click anywhere the **Worksheet** to apply the colour

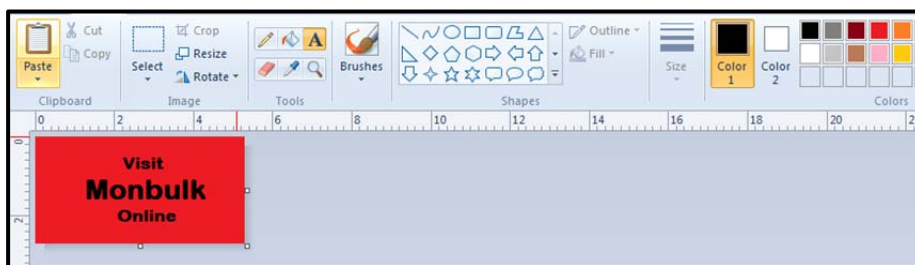


Step 4. Create a Text Box, select a Font and Size then type your text.

CREATING A TEXT BOX



- Click on a **Text icon**
- * A **Text Tools Tag** will appear and a the toolbar displays functions relating to text formatting
- Click on the **Font Scroll icon** and select a font
- Click on the **Size Scroll icon** and select a size
- Click on **Color 1** as this is the forecolour then on a **colour** from the **Colours Pallet**
- Click-drag** on the worksheet to draw a **Text Box**
- Type your **text**



Note: You can only edit the text and the text box when the dotted border is visible, once you click on the worksheet the text becomes locked onto the sheet. If you make a mistake you can always active the Undo function located on the Title bar.

Step 5. Once you have the Advertising Image the size you want and it is looking good then perform the Save function and ensure the file type is jpg. (see instructions on the previous page)

Congratulations! Now you can create text images using MS Paint.

