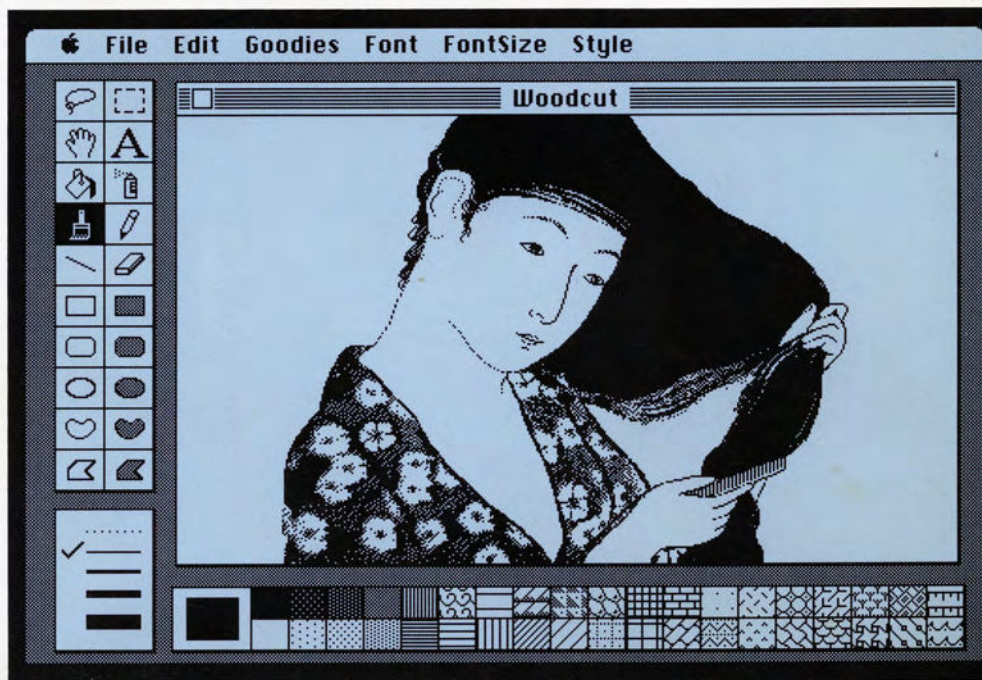




# Macintosh™ MacPaint



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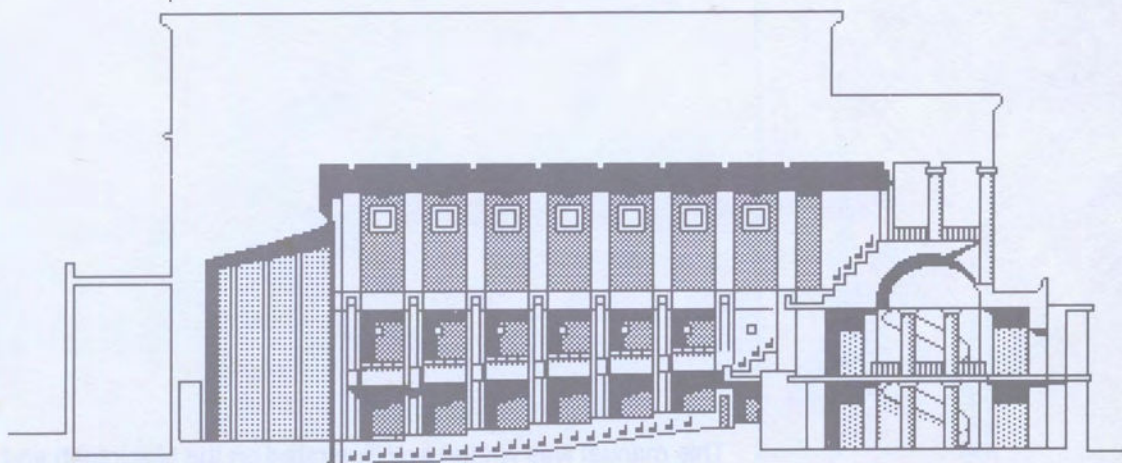
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## How to Use This Book

The best way to learn MacPaint is to explore the drawing tools and patterns on your own. This is a book of hints to guide you in your exploration.

- If you want a brief lesson on getting started with MacPaint, see "Learning MacPaint."
- When you want to find out more about using the tools and the commands in the menus, flip through "Using MacPaint." (You don't have to read these pages in any particular order.)
- For a brief description of each of the tools, see "Tools Summary."

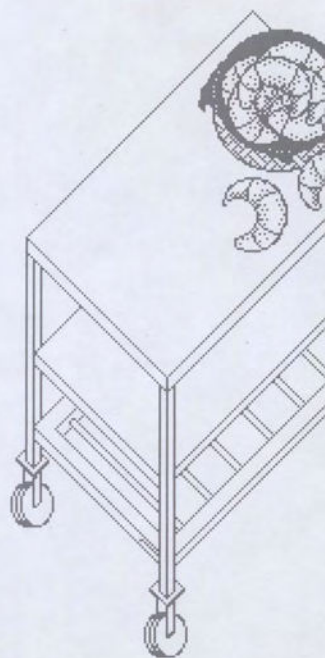
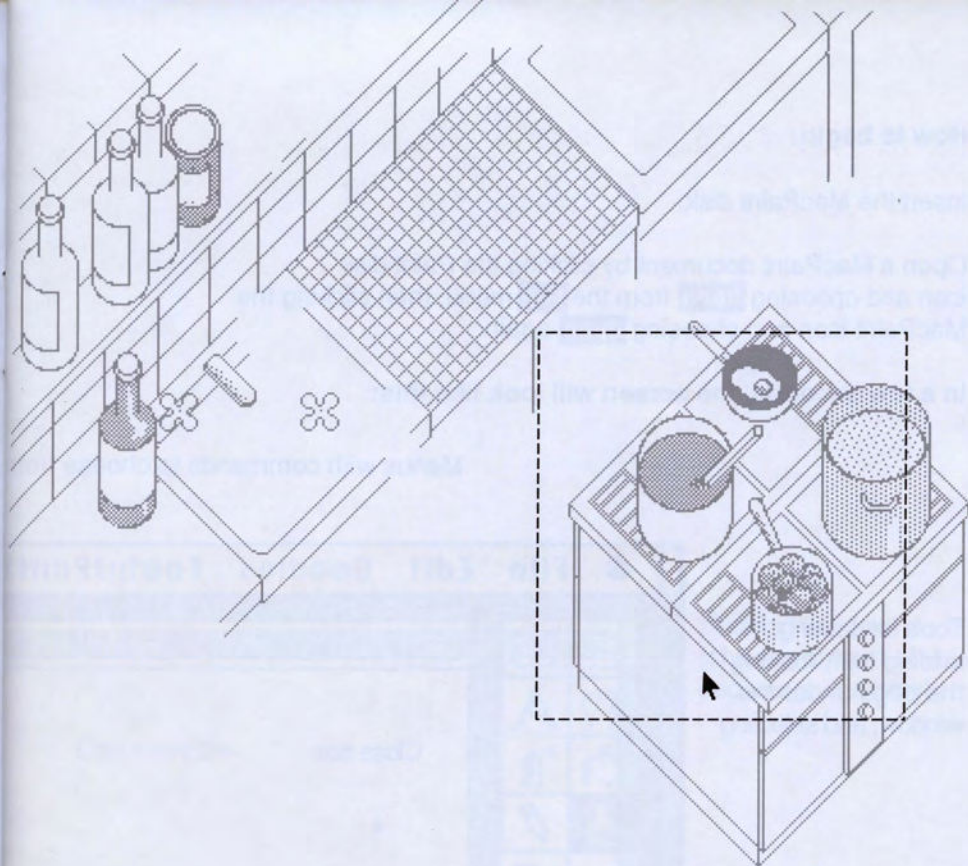
If the Apple Macintosh™ computer is totally new to you, you might want to look first at *Macintosh*, the owner's guide. It teaches the basic techniques you'll use to create pictures with MacPaint—clicking, dragging, selecting information, and choosing commands from menus.

This manual was written and illustrated on the Macintosh and produced using the LaserWriter printer.



## Chapter 1

### Learning MacPaint



## Learning MacPaint

### How to begin:

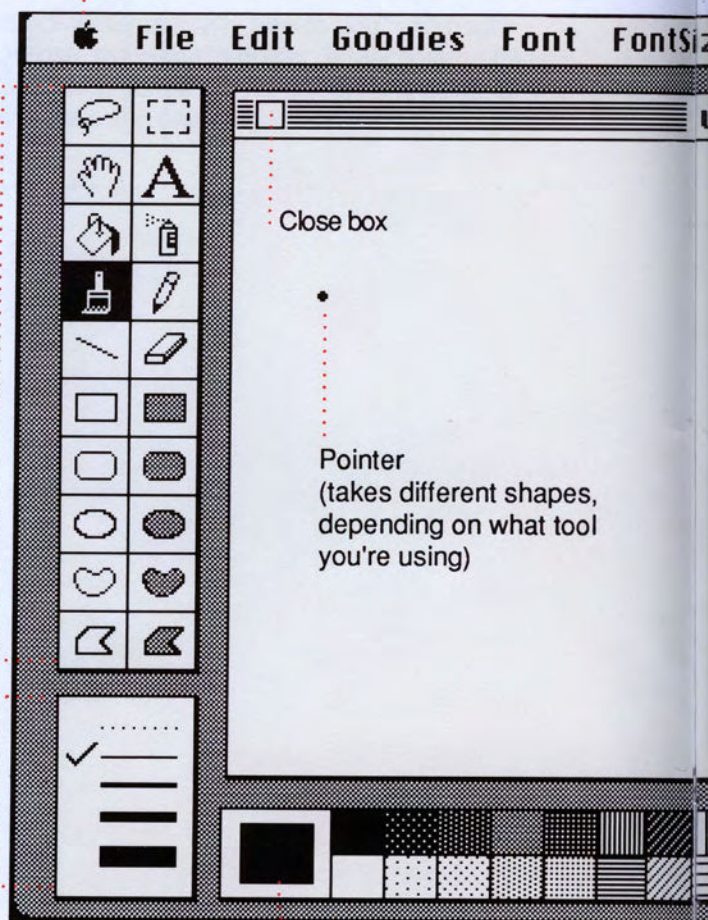
- Insert the MacPaint disk.
- Open a MacPaint document by clicking the Paint disk icon and choosing **Open** from the **File** menu, then clicking the MacPaint icon and choosing **Open** again.

In a few seconds, the screen will look like this:

Menus with commands to choose from

Tools for drawing, adding text, moving the page under the window, and selecting

Line and border widths (current width is checked)



Current pattern

Patterns to u



In this book, the following symbols indicate specific actions.



means **click**:  
Position the pointer,  
then briefly press  
and release the  
mouse button.



means **drag**:  
Position the pointer,  
press and hold the  
mouse button while  
you move the mouse,  
then release the  
mouse button.

Size Style

untitled

Document title

Drawing window  
(shows you part of your  
document at a time)

Use with the drawing tools

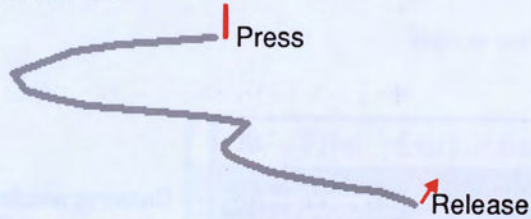
**Start working on the document you opened.**

- Click the paintbrush in the tool palette:



- Move the pointer to the drawing window.  
(The pointer becomes a black circle for you to draw with):

- Draw a curved line:



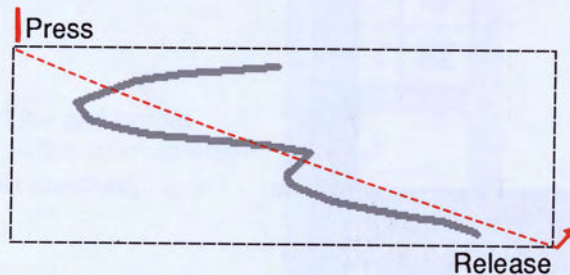
Whenever you want to make changes to something you've drawn, you first **select** it.

**Here's how:**

- Click the selection rectangle in the tool palette:



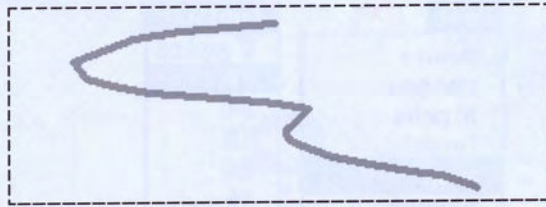
- Then drag in the drawing window:



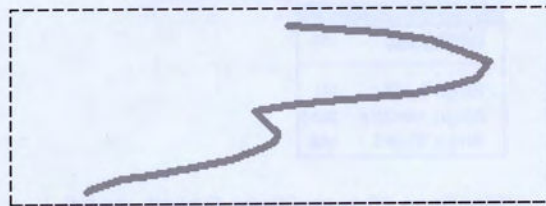
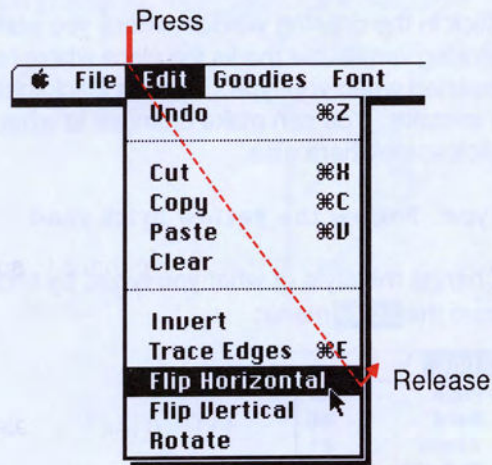
As you drag, a dotted outline encloses your drawing.



Whatever is inside the dotted rectangle is selected and will be affected by any command you choose from the **Edit** menu.



Here's how to choose a command:

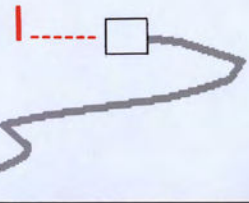


To see how you can cancel your last action:

- Choose **Undo** from the **Edit** menu.

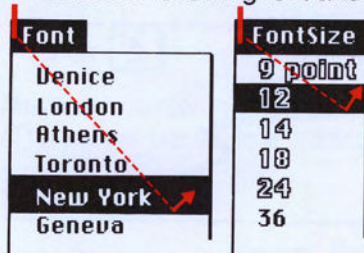
To see one way to erase:


- Click the eraser in the tool palette.  
Then erase part of your drawing:



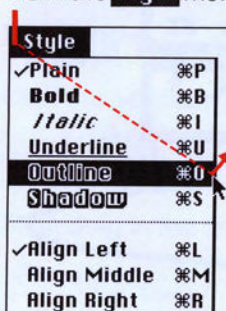
### Add text to your drawing:

- Choose the following font and font size from menus:



- Click 
- Click in the drawing window where you want the text. A blinking vertical bar marks the place where text will be inserted when you type. Use the Backspace key if you make a mistake. You can make changes to what you type until you click somewhere else.
- Type: **Follow the yellow brick road.**

Change the style of what you typed by choosing **Outline** from the **Style** menu:



**Follow the yellow brick road.**

### Save your work on the disk:

- Choose **Save** from the **File** menu.

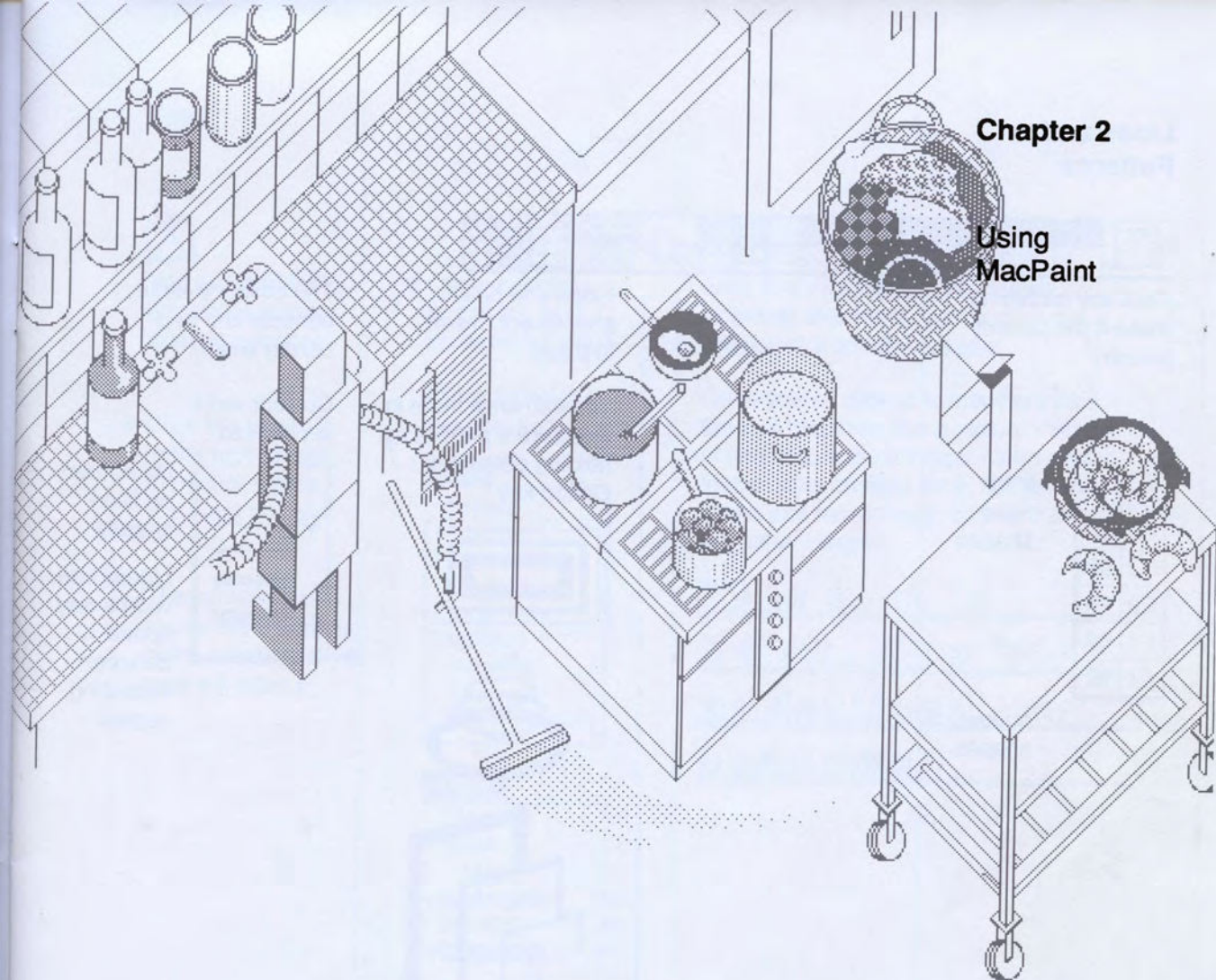
### To print your MacPaint picture:

- Choose **Print** from the **File** menu.

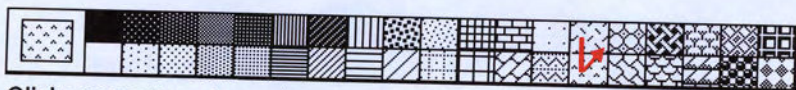


## Chapter 2

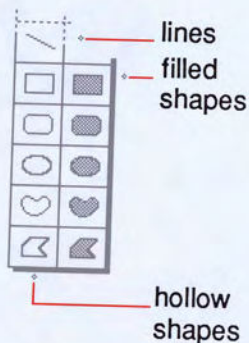
Using  
MacPaint



## Lines and Patterns

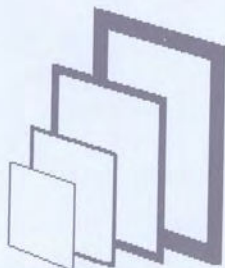


Click any pattern to make it the current pattern:

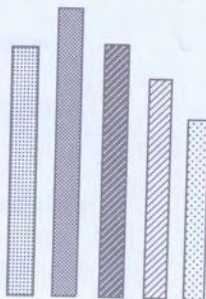


Lines and hollow shapes are drawn in black.

You can draw them in the current pattern by holding down the Option key.

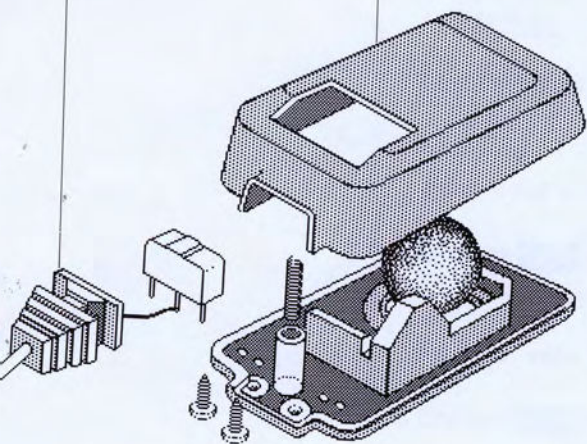
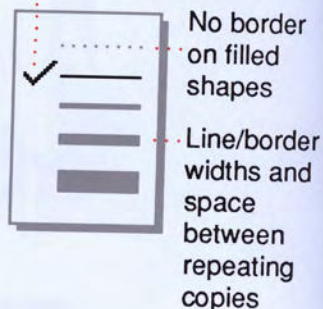


Filled shapes have a black border and are filled with the current pattern.



The border palette controls line and border width.

Current width is checked





## Text



You can add text anywhere in the drawing window.

- Click the text tool in the tool palette, then click where you want the text.

The blinking bar marks the insertion point, where text you type will appear.

- Choose fonts, font sizes, and styles from menus.

Current choices are checked.

### Font

Venice  
London  
Athens  
Toronto  
✓ **New York**  
Geneva  
Monaco  
Chicago  
San Francisco

### Style

Plain	⌘P
<b>Bold</b>	⌘B
<i>Italic</i>	⌘I
✓ <b><u>Underline</u></b>	⌘U
Outline	⌘O
✓ <b>Shadow</b>	⌘S
.....	
✓ <b>Align Left</b>	⌘L

Best sizes for the current font are outlined.

### FontSize

9 point  
12  
14  
18  
✓ **24**  
36  
48  
72

Font, font size, and style choices including alignment can be changed until you click somewhere else.

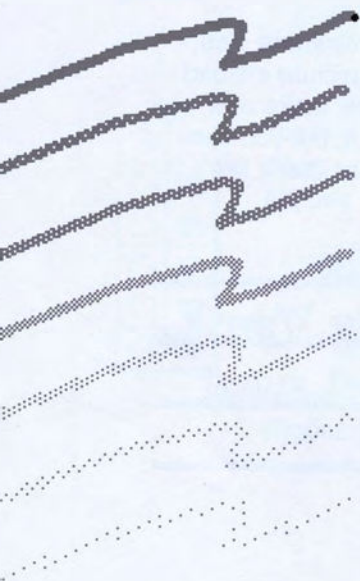
Once you've clicked somewhere else, the text becomes like a picture instead of text. You can no longer make new font or style choices for it, but you can select and move, copy, or alter it like any other image.

This text is  
24 pt. New York,  
underlined and  
shadowed.

## Using the Paintbrush

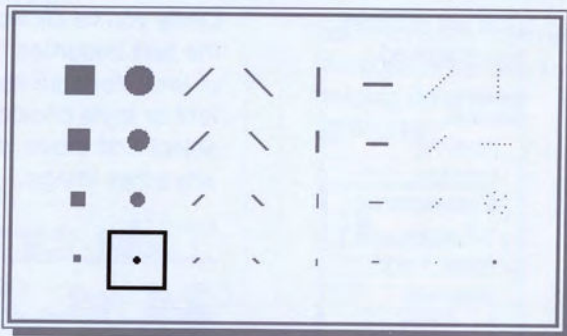


The paintbrush paints in the current pattern.



To change the shape of the brush:

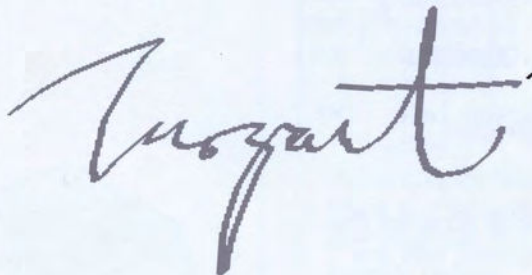
- Choose **Brush Shape** from the **Goodies** menu.



- Click any shape to make it the current brush shape.

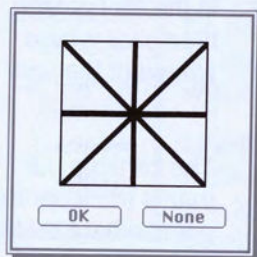


- To keep the same shape, click the outlined shape.



To draw symmetrical shapes with the paintbrush:

- Choose **Brush Mirrors** from the **Goodies** menu.



The four possible mirrors appear as lines. Click the mirrors you want to use either singly or in combination.



To turn off mirroring:

- Choose **Brush Mirrors** from the **Goodies** menu. Then click **None**.

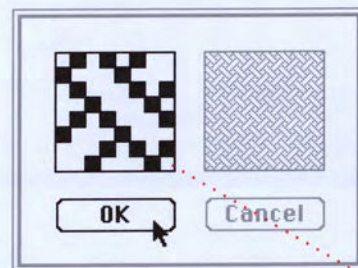
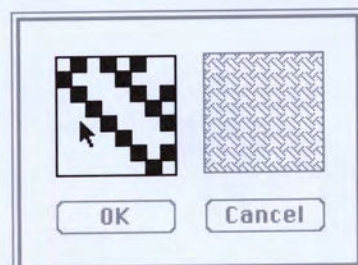
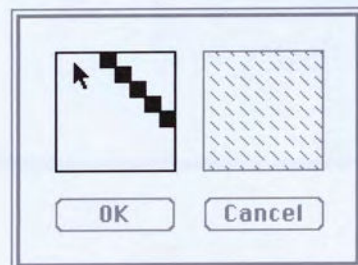
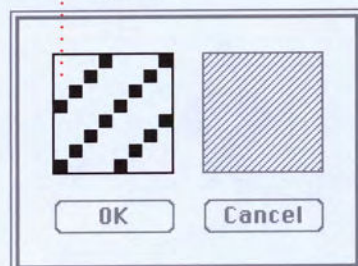


## Editing Patterns

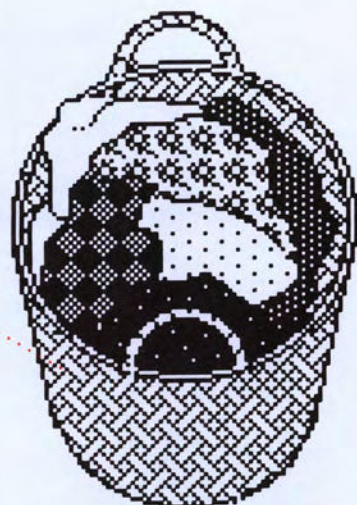
To create your own pattern, choose **Edit Pattern** from the **Goodies** menu to edit the current pattern. Or double-click any pattern in the palette.



Current pattern



- Click or drag through dots to change the pattern.
- Click **OK** to replace the old pattern with your new one.
- Click **Cancel** to keep the original pattern. Patterns you create are saved with the document.



## Using the Entire Page

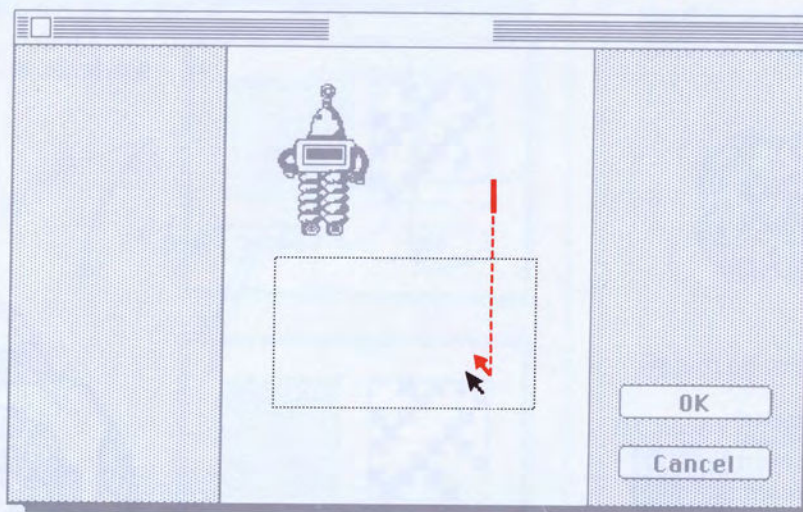
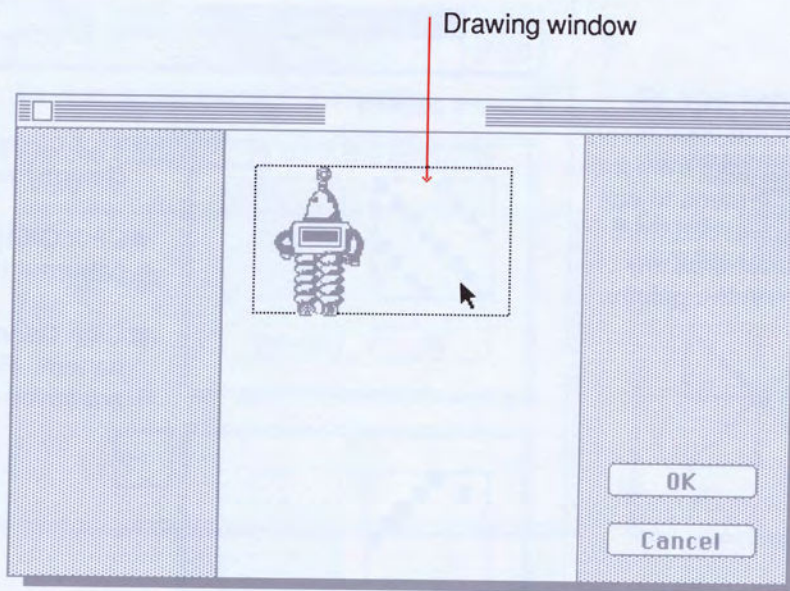
An entire MacPaint document is 8 x 10 inches.

At any one time, you can see about a third of the document in the drawing window.

To move to another part of the document:

- Choose **Show Page** from the **Goodies** menu.

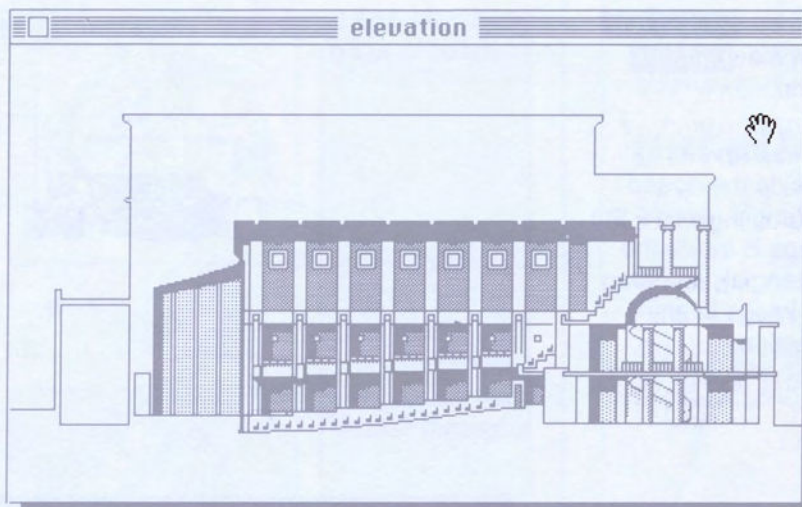
- Drag the dotted rectangle to position the window on any part of the document. Click **OK**.



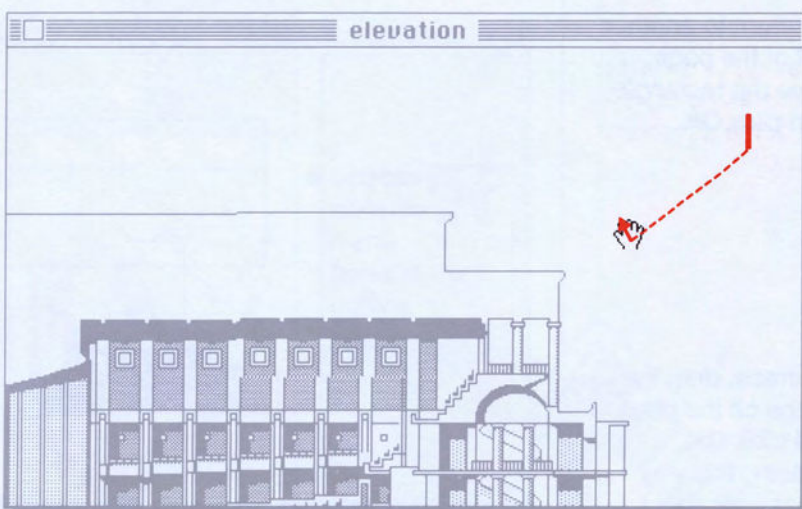




- To move the document under the drawing window a small distance:



- Drag in any direction.



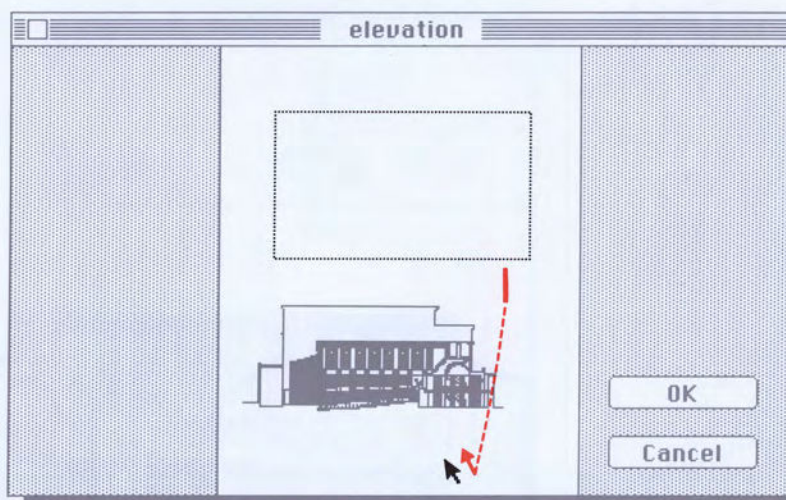
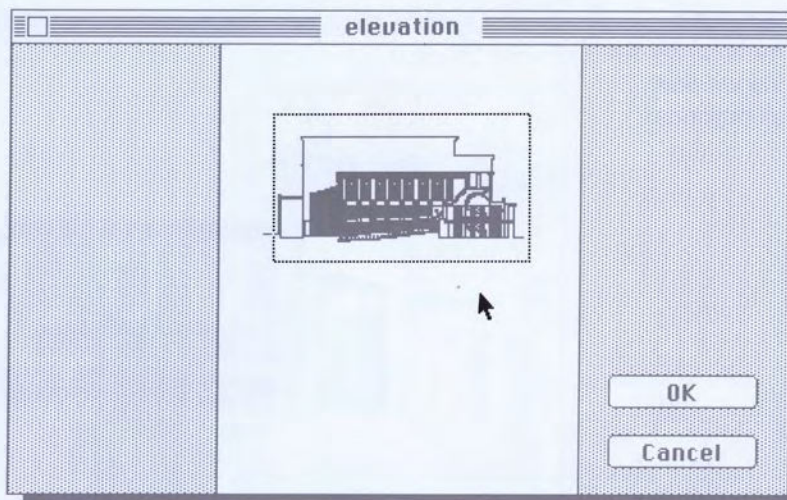
## Shifting the Whole Picture on the Page

Choose **Show Page** from the **Goodies** menu.

Press anywhere outside the dotted rectangle (even if the image is inside the rectangle), and drag the image in any direction.

■ To return to another part of the page, move the rectangle, then click **OK**.

■ To erase, drag the image off the page and click **OK**. (Erasing this way is not undoable.)



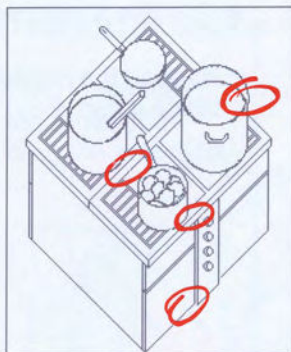
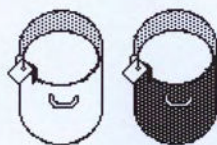
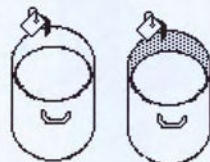


## Filling In Areas

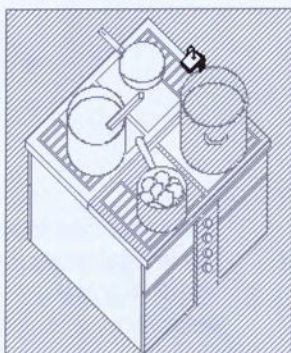


To fill an outlined area:

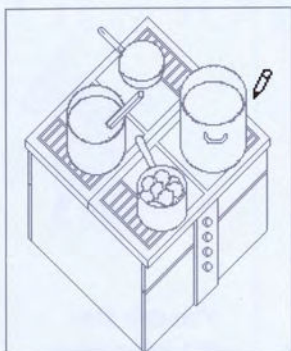
- Click the paint can and any pattern.
- Then position the end of the pouring paint in any outlined area you want to fill and click.



If an outline has gaps or holes,



the pouring paint "leaks" through.



- Choose **Undo** from the **Edit** menu. Fill in any holes in the outline.

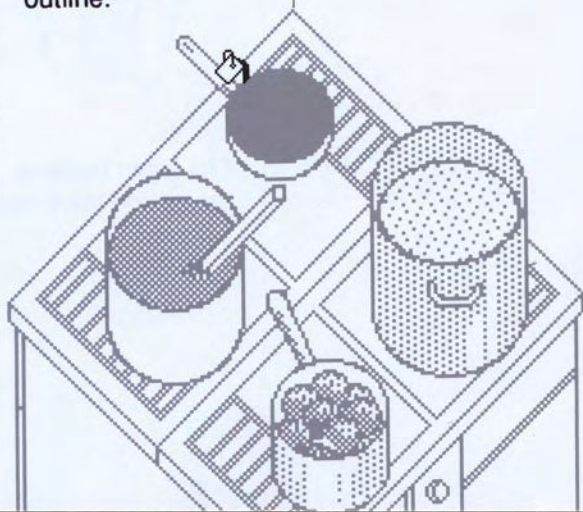
You can also fill black areas or outlined text:

**parallel**

**parallel**

**SALT**

**ZEBRA**





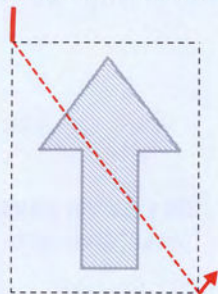
## Selecting and Changing an Area



Two tools, the selection rectangle and the lasso, are just for selecting areas to be changed.



Use the selection rectangle to select a rectangular area. (To reselect, first click anywhere outside the selection.)



Use the lasso to select nonrectangular objects:



The lasso tightens up around the image.

■ To move a selection:

Position the pointer inside it and drag.



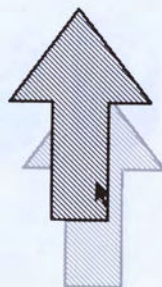
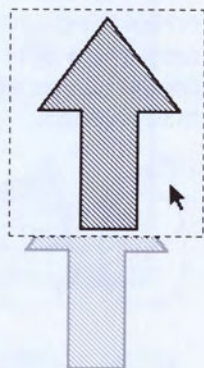
Then you can move the image, copy it, or alter it like any selection.



You can start dragging when the pointer shape is an arrow.

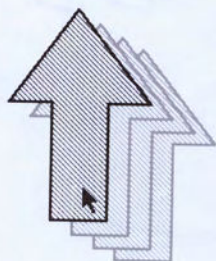
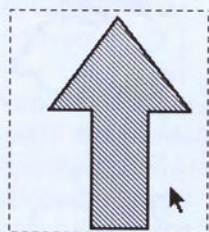
■ To make one copy:

Hold down the Option key while you drag the selection.



- To make repeating copies:

Hold down both the Option and the  key while you drag the selection.  
(Line width determines space between copies.)



- To stretch a selection:

Hold down the  key while you drag the selection.

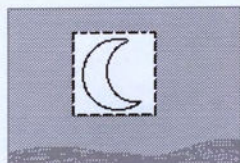
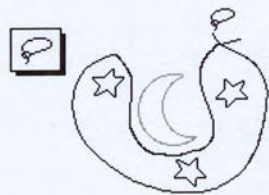


A selected area "floats" in its own plane, without altering what's under it, until you click outside the selection.

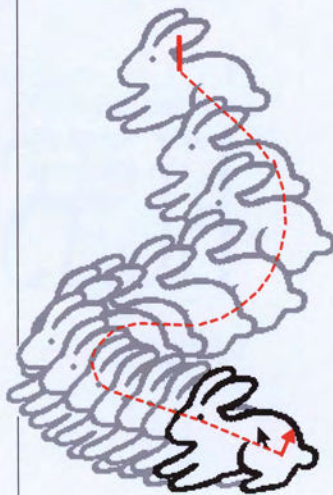


Compare how the selection rectangle and the lasso work.

### Moving a selection:



### Making repeating copies:

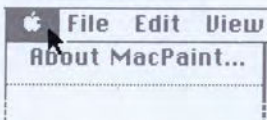


## Cutting and Pasting



With cutting and pasting, you can move or copy pictures or text from one document to another (either a MacPaint document or one you create with a different application), or from one part of a document to a different part.

You can also cut and paste among MacPaint documents and desk accessories you choose from the Apple menu.



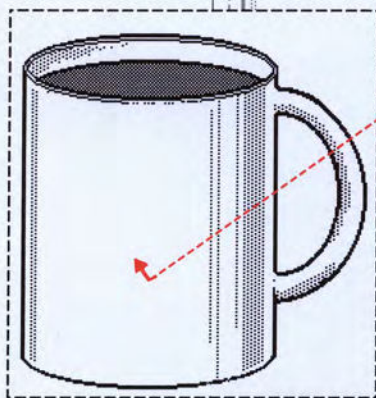
Select what you want to cut or copy. Use either the selection rectangle or the lasso.

Choose **Cut** or **Copy** from the **Edit** menu in MacPaint or any application you want to cut or copy from. The selection goes on the Clipboard.

Go to the part of this or any other document you want to move or copy the image to. Make a selection rectangle there. If there is no selection, MacPaint will paste into the middle of the window.

Choose **Paste** from the **Edit** menu.

If you're pasting into a MacPaint document, drag the rectangle to the position you want the image, and click outside the rectangle to paste the image into the new place.



You can also paste text from a desk accessory or another application. Hold down the **⌘** key while you drag the selection to rearrange the text to fit the selection rectangle.

You can also paste text from a desk accessory or another application. Hold down the **⌘** key and drag the selection. MacPaint rearranges the text to fit the selection rectangle.



## Four Ways to Erase



Drag the eraser.

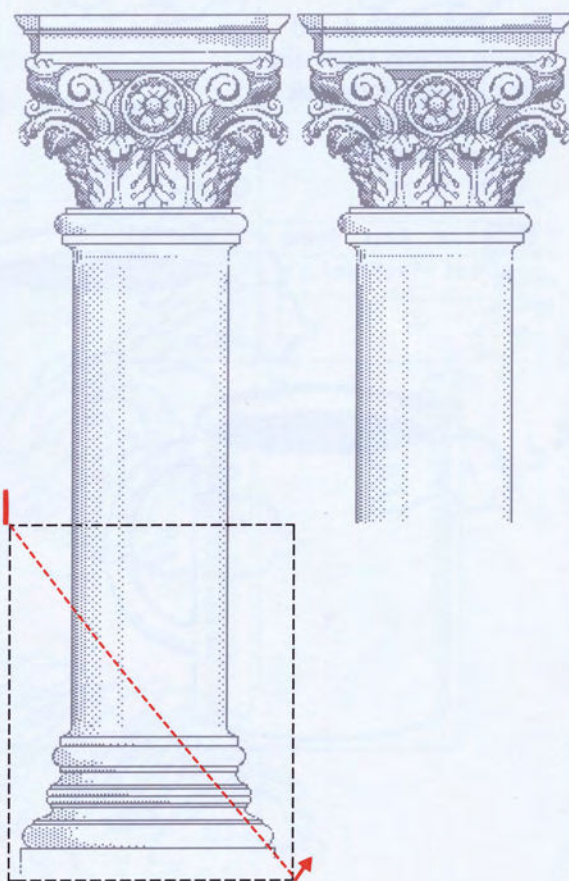
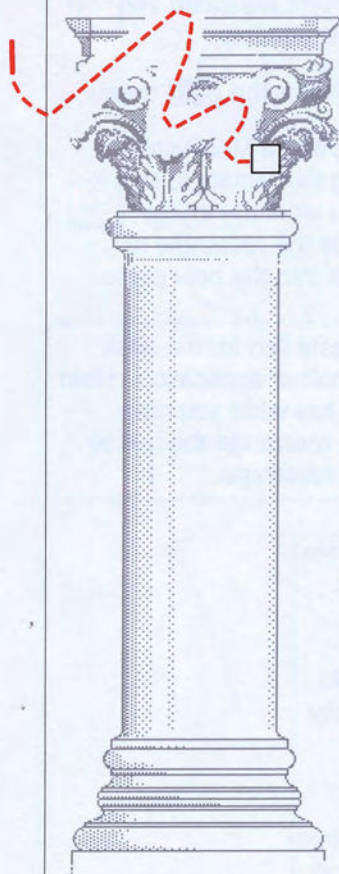


Double-click to erase the entire window.



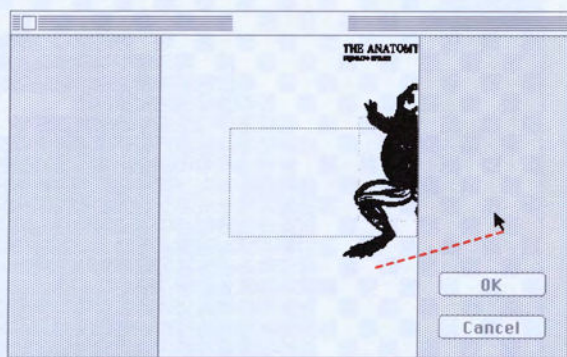
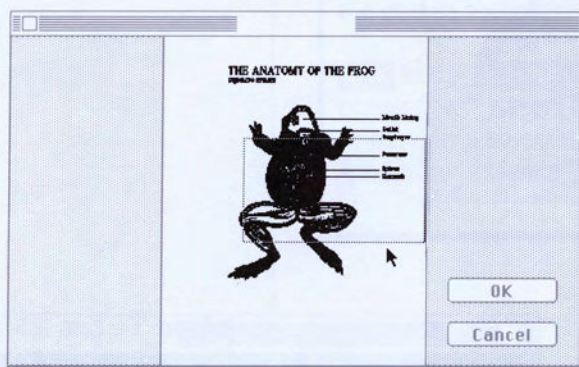
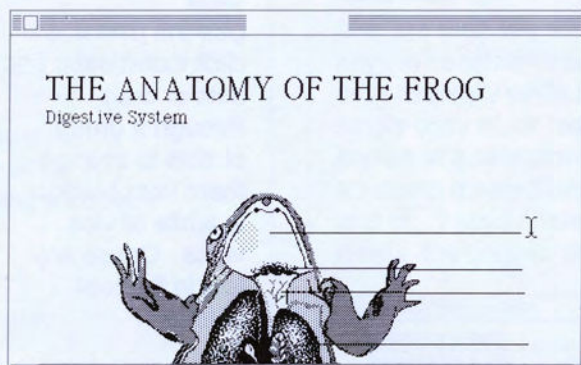
Select an area.

Then choose **Clear** from the **Edit** menu or press the Backspace key.



To erase the entire document, choose **Show Page** from the **Goodies** menu.

Position the pointer outside the dotted rectangle (even if the image is inside the rectangle), and drag the image off the page.



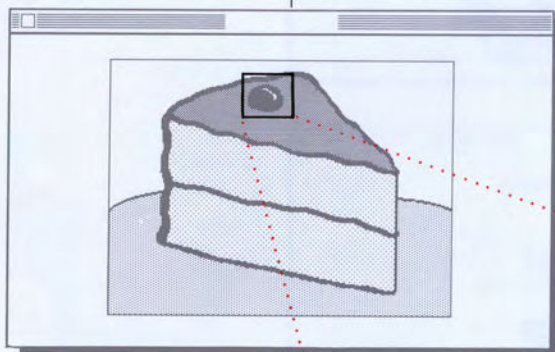


## Detailed Drawing



Select the area you want to see in detail.

Then choose **FatBits** from the **Goodies** menu.

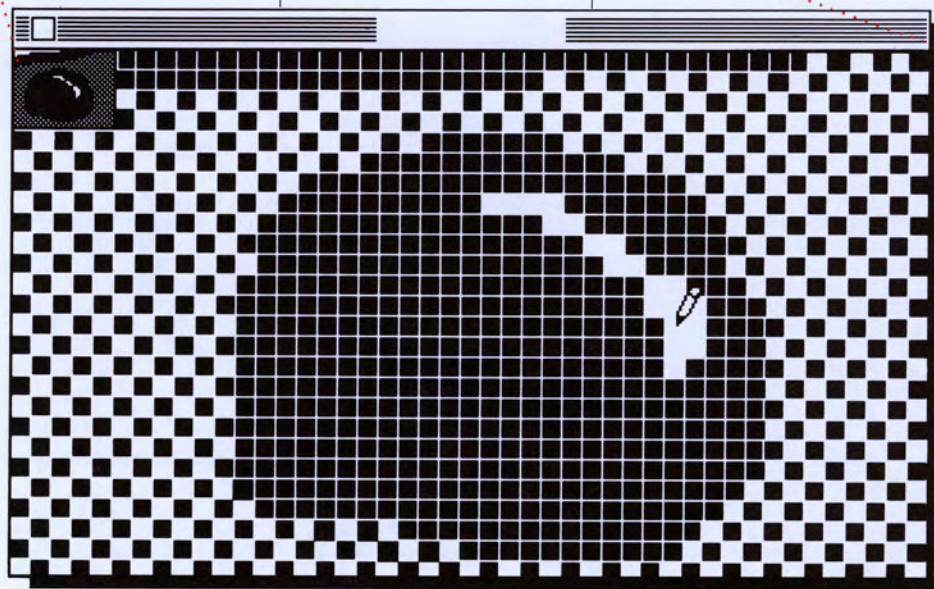


Use the pencil to click individual dots or drag through a group of dots to change them from black to white or vice versa. Or use any tool in the tool palette.

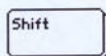


Drag with the grabber to move the document under the window.

Choose **FatBits** to return to the previous view.



## Constraining



Generally, the Shift key lets you limit drawing to horizontal or vertical (and sometimes 45°) lines.

- Click the tool you want to use.
- Hold down the Shift key while you use the tool in the drawing window:



To move the document only horizontally or vertically



To draw or erase only horizontally or vertically



To constrain the lines to 45° and 90° angles



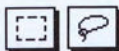
To draw squares,



rounded squares,



and circles.



Use the Shift key with the Option and keys to constrain the movement vertically or horizontally while moving, making a single copy of, or making repeating copies of a selection. Stretching or shrinking a selection using the Shift and keys changes the size but keeps the original proportions.

In **Show Page**, using the Shift key allows only vertical or horizontal movement of the dotted rectangle or the image.

**Grid** in the **Goodies** menu is also a constraint. It allows drawing, typing, or moving a selection only along the lines of an invisible grid.



## Using the File Menu to Handle Documents

### To start a new document:

From the Finder:

- Open the MacPaint icon.

From MacPaint:

- Choose **Close** from the **File** menu (or click the close box).
- Choose **New** from the **File** menu.

### To get an existing document:

From the Finder:

- Open the icon that represents it.

From MacPaint:

- Choose **Close** from the **File** menu (or click the close box).
- Choose **Open** from the **File** menu.
- Click the document you want to open.
- Click the Open button.

### To save changes to a document:

- Choose **Save** from the **File** menu.
- Type a name the first time you save a new document, then click the **Save** button.

### To print a draft-quality document quickly:

- Choose **Print Draft** from the **File** menu.

### To print a high-quality document:

- Choose **Print Final** from the **File** menu.

### To print a catalog of all MacPaint documents on the current disk:

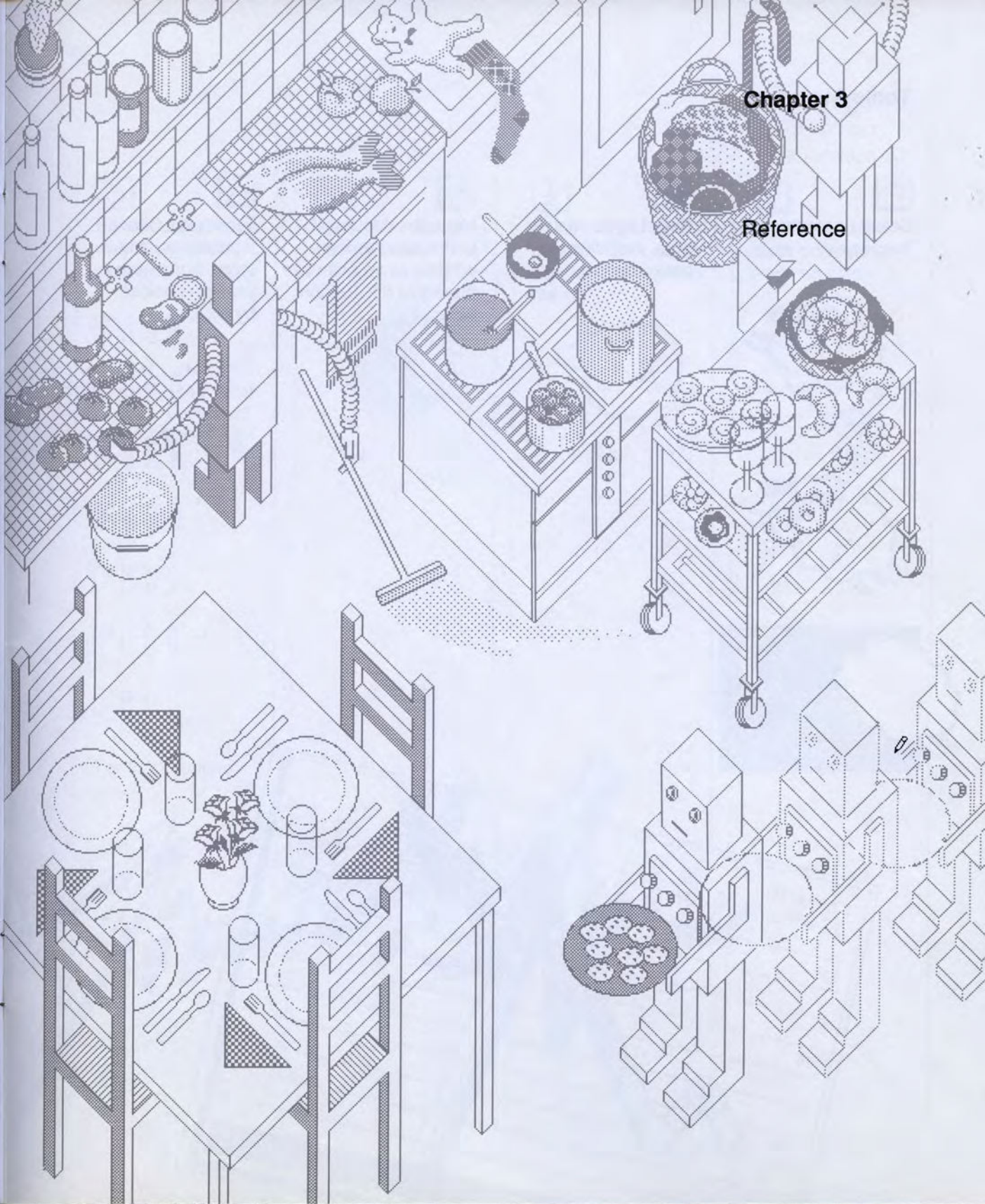
- Choose **Print Catalog** from the **File** menu.

Printing from the Finder prints Final unless you hold down both the Command and the "s" keys until printing starts.



# Chapter 3

## Reference





## Tools Summary



Select nonrectangular images.



Select a rectangular area, including the background.



Move the document under the drawing window so you can use the entire 8 x 10-inch page.



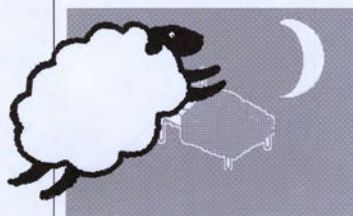
Type text. Choose fonts, sizes, and styles from menus. Confirm choices by clicking.

New York 12pt.

**New York 12pt. Bold**

*New York 12pt. Italic*

New York 12pt. Underlined





Fill an outlined area with the current pattern.

Fi II

Fi II

Fi II

Fi II

Fi II

Fi II

Fi II



Spraypaint with the current pattern.



Paint with the current pattern. Choose Brush Shape from Goodies menu.



Draw a thin line—black on white or white on black.



Thank You

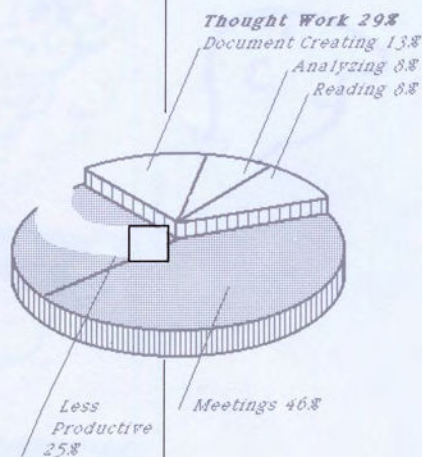




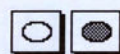
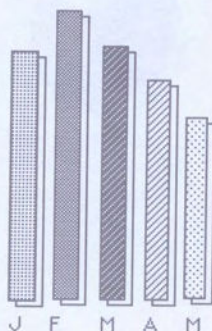
Draw straight black lines. Border palette controls line width.



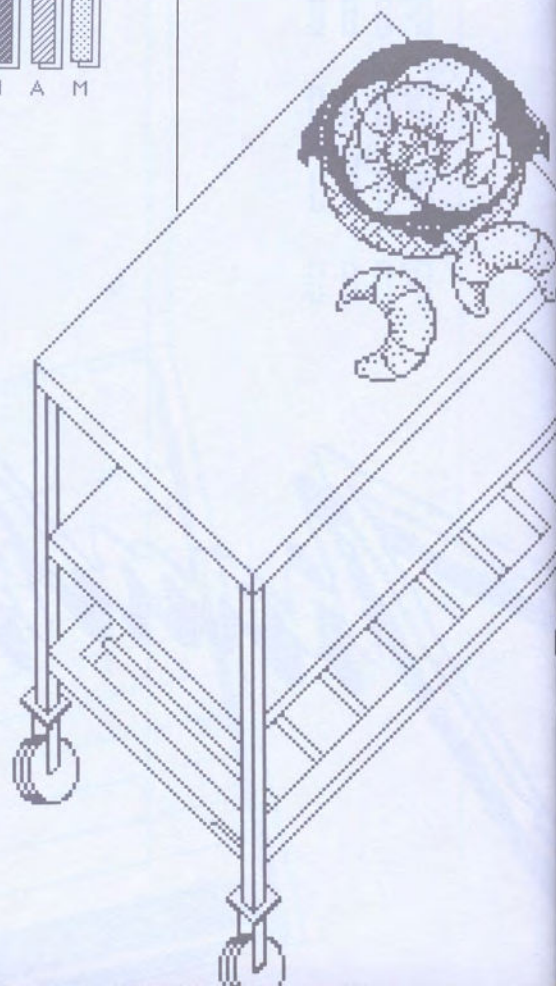
Erase where you drag. Double-click to erase the entire window.



Draw hollow rectangles or rectangles filled with the current pattern. Border palette controls line width.



Draw hollow ovals or ovals filled with the current pattern. Border palette controls line width.





Draw freehand black lines. Border palette controls line width.



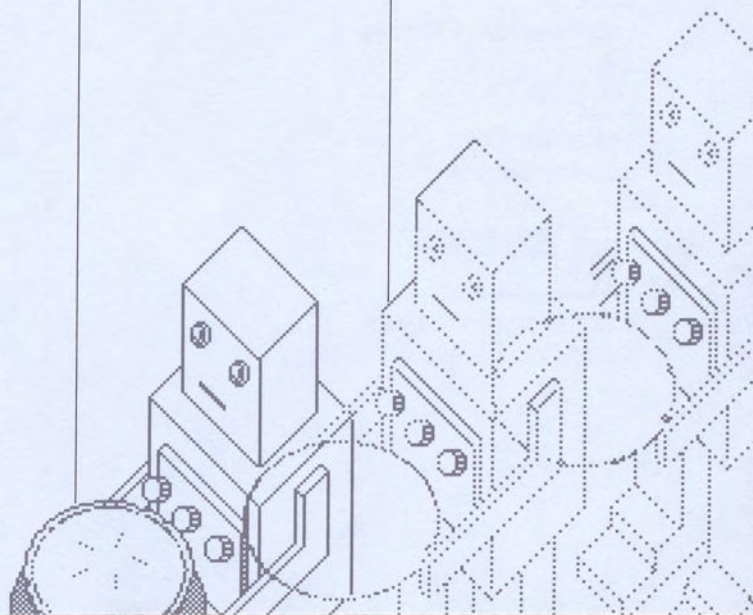
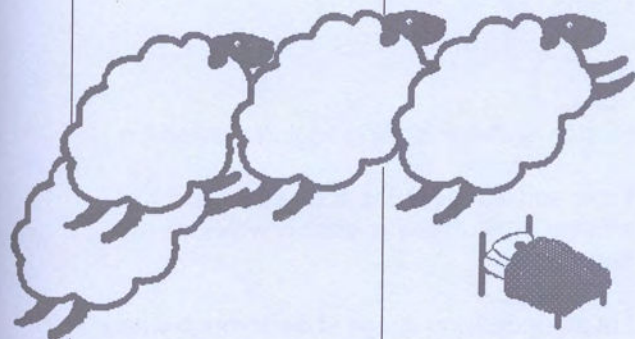
Draw filled freehand shapes. MacPaint connects the ends of a freehand line and fills the shape with the current pattern. Border palette controls line width.



Draw hollow polygons. Click to turn a corner. Border palette controls line width.



Draw filled polygons. Click to turn a corner. Double-click or click again at the beginning to end and fill the polygon. Border palette controls line width.



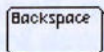


## Shortcuts

Use these keys to:



Undo the last action



Erase the selection

Double-click to:



Select the entire drawing window



Show page



Choose a brush shape



Enter and leave FatBits



Erase the entire drawing window



Edit the current pattern  
(or any double-clicked pattern)

## Other Special Keys

Use these keys to:



Copy while dragging a selection

Use current pattern instead of black for lines and borders.

Change the pointer to



Stretch or shrink while dragging a selection

Enter and leave FatBits at an exact spot by clicking in the drawing window with the pencil

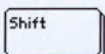
Let an underlying image show through when you paint over it

Change font sizes using > or < keys

Change fonts using a triple combination: Command, Shift, and > or <



Make repeating copies while dragging a selection



Constrain drawing or movement of image on a page (see "Constraining" for details)







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