

Saving Files - Create a Drawing in Paint

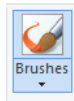
You choose File and click Save in order to keep something that is on the screen. When you save, you are saving a file. When saving for the first time, there are **2 important things to do** 1) choose the **location** (where it is saved) and 2) the **name** (what you want to call it).

You only use **Save As** to make a copy of an existing file. This is a useful technique to have a file that has a lot of things you want but you need to make changes while keeping one without the changes.

Follow the steps below to draw and save the drawing (file) using the drawing application **Paint**.

1. Open **Paint** using either method below:

| Start Menu | Search |
|---|-----------------------------------|
| a. Click Start | a. Click in the search box |
| b. Scroll down and click Windows Accessories | b. Type Paint |
| c. Click on Paint | c. Click the Paint App |



2. Click the **Brushes** command and click a brush you like.





3. Click the **Size** command and choose a size to draw with.



4. Click a color you want to draw with.

5. To draw, drag around the white area of the screen to draw anything you like. If you make a


mistake try the Undo  command to step backward or the eraser  tool to paint over the area.

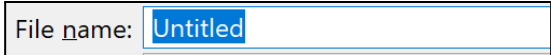


6. Click a different color and draw some more until you are finished.



7. Now we are ready to Save the file. Click **File**.

8. Click **Save**

9. Click **Documents**  Documents on the left (**you may need to scroll up**).

10. Click in the filename area  and type **Drawing in Paint** for the filename.

11. Click **Save**.

12. Add to the drawing. Choose a **Brush**  and a color . Drag around the canvas area to add more to the drawing.

13. Click **File** and click **Save**. The changes are saved with the same name and same location.

14. Close **Paint** when done.

15. To submit your work, return to the **Canvas Introduction to Computers Course** website. Open **Google Chrome** and go to www.canvas.instructure.com and sign in.

16. Click **Assignments** on the left and choose the **Saving Files - Create a Drawing in Paint** assignment. Click **Submit Assignment**, click **Choose File**, choose the **Documents** folder, and double-click the **Drawing in Paint** file. Click **Submit**.

NOT IN AN ONLINE CANVAS COURSE: You can upload files with the [Student Exercise \(Assignment\) Upload Form](#). Remember when you click upload, to choose the file from the folder where you saved it.