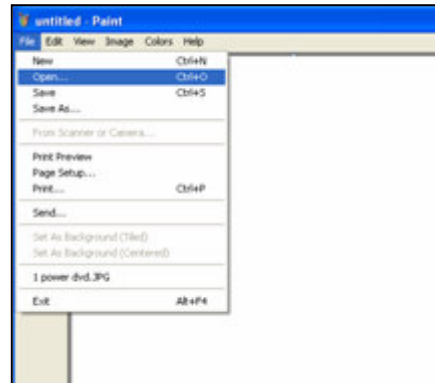
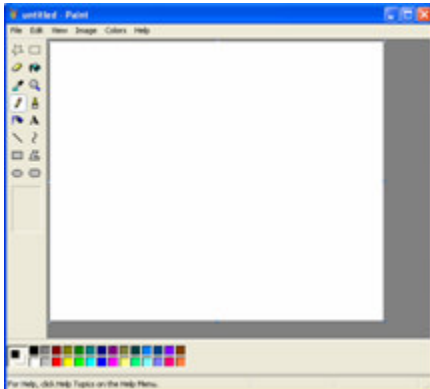


Using MSPaint to Extract Elements from a Picture

Step One

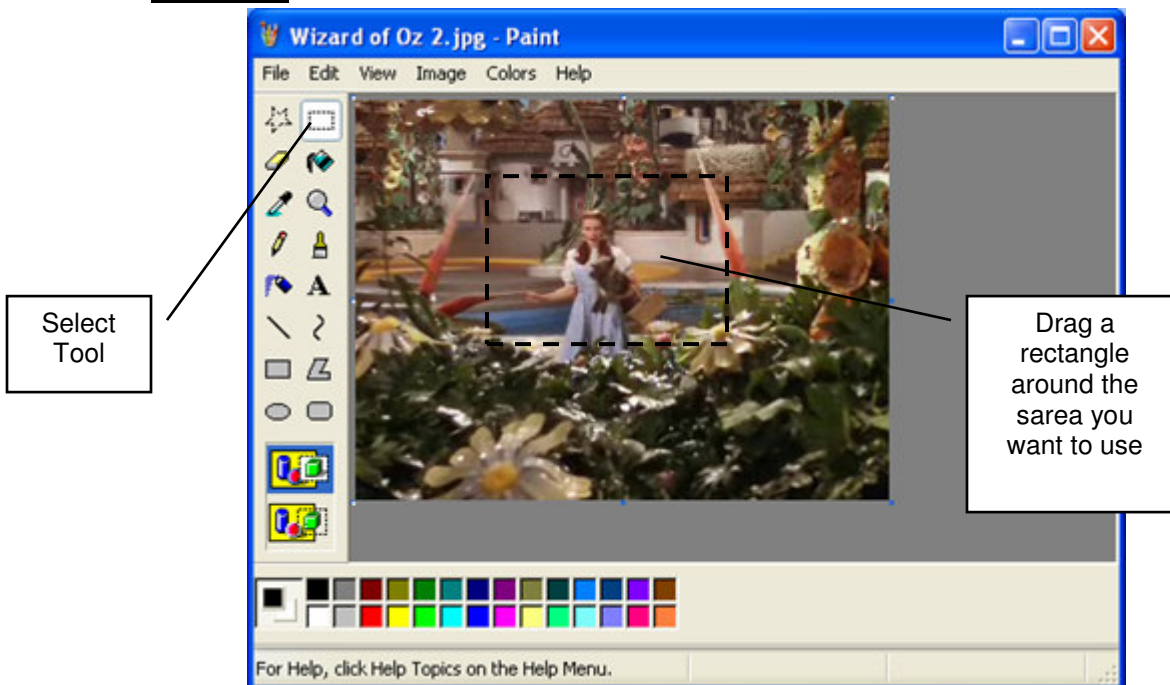
Open MSPaint. Click on the **FILE** menu and select Open to load the image you want to use.



Step Two

Decide on what elements of the picture you want to use elsewhere (e.g. in a word processing document or a PowerPoint presentation). Select these areas by using the SELECT tool on the tool bar. With the tool selected, click and drag a rectangle around the area you want to use.

Step Three



With the area selected, press Ctrl C on the keyboard to copy the selection into the computer's memory. Or use the Copy command in the EDIT menu.

Step Four

Open the document you want to use the element with (e.g Word or PowerPoint) and press Ctrl V (or click on Paste in the EDIT menu) to copy your selection into your document.