

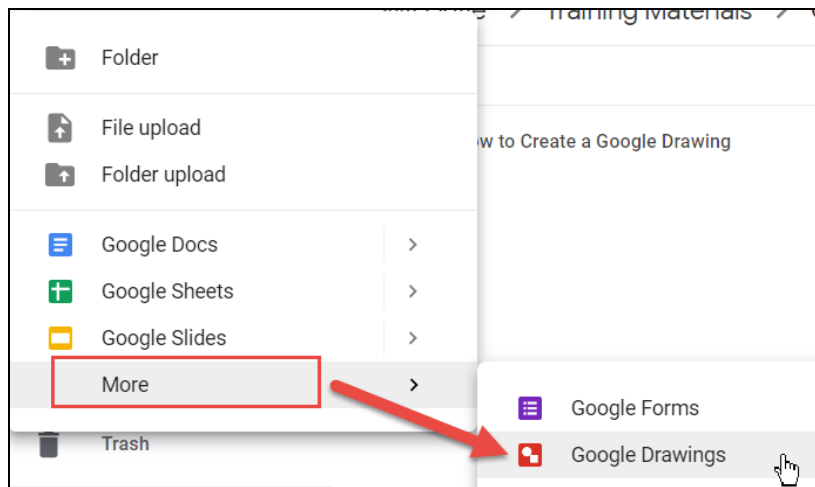
How to Create a Google Drawing

Create a Google Drawing	1
Change Background	1
Change Page Size (Page Setup)	2
Insert Word Art	3
Insert Text Boxes	4
Insert Image	5
Insert Diagram	6
Insert Shapes	7
Insert Table	8
Insert Lines	9
Insert Hyperlink	10
Order Objects	10
Rotate Objects	10
Align Objects	10

Create a Google Drawing

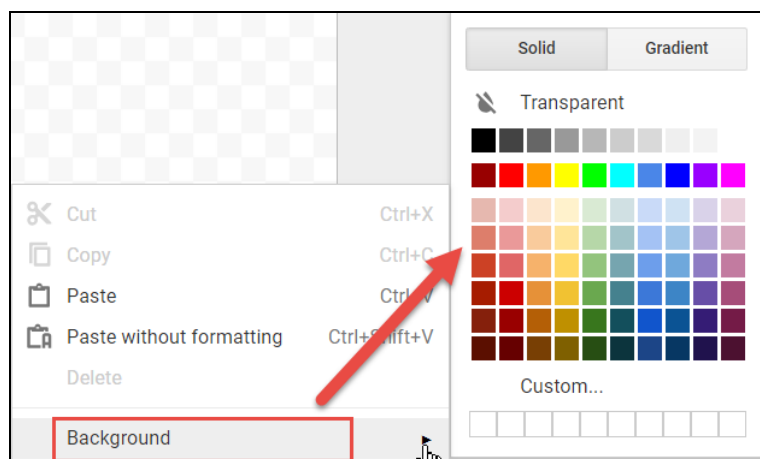
Navigate to Google Drive.

1. Select the  button.
2. Select **More** and select **Google Drawings**.



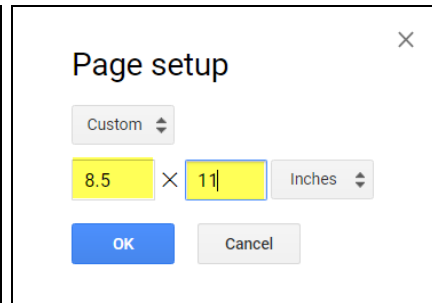
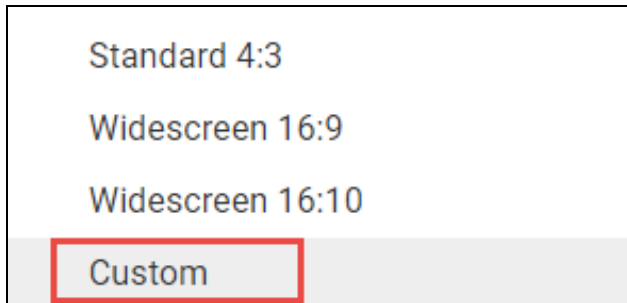
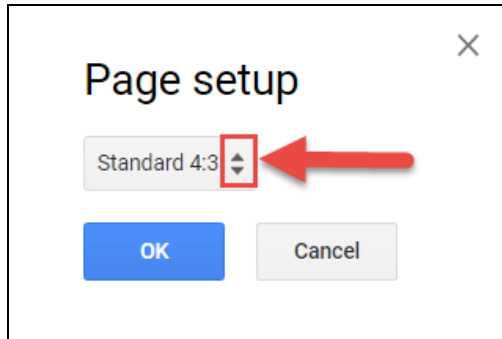
Change Background

1. Right-Click on doc and select **background**.
2. Select desired background color.



Change Page Size (Page Setup)

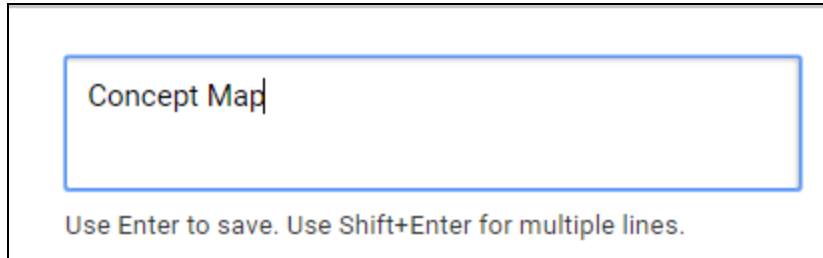
1. Select **File > Page Setup**.
2. Select the arrow next to “Standard 4:3” to change size. Select **Custom** to input desired dimensions.
3. Select **OK**.



Insert Word Art

You can click and drag Word Art to any position on the page. You can also shrink or enlarge by using the sizing handles.

1. Select **Insert > Word art**.
2. Enter text into provided box. Hit **Enter** for the Word art to be created and inserted. Hit **Shift + Enter** for multiple lines.



Change Font

1. Select the Word Art (a blue border will surround the text when it is selected) and select the font type from the toolbar.



Change Font Color

1. Select the Word Art.
2. Select the fill icon tool from the toolbar. Select the color desired.



Format Options

1. Select the Word Art.
2. Select **Format options** from the toolbar.
3. A sidebar will appear on the right side that allows you to format the following:
 - a. Size & Position
 - b. Drop shadow
 - c. Reflection

Insert Text Boxes

You can click and drag a text box to any position on the page. You can also shrink or enlarge by using the sizing handles.

1. Select **Insert > Text Box**.
2. Click and drag to create the text box.
3. Type text into box.

Change Font Color

1. Select the Text box.
2. Select the font color tool from the toolbar.



Change Font

1. Select the text box.
2. Select the font type from the toolbar.



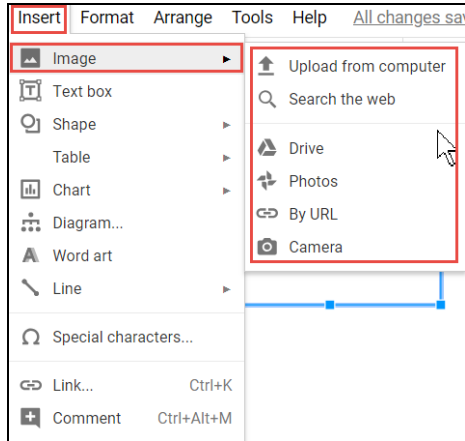
Format Options

1. Select the text box.
2. Select **Format options** from the toolbar.
3. A sidebar will appear on the right side that allows you to format the following:
 - d. Size & Position
 - e. Text fitting
 - f. Drop shadow
 - g. Reflection

Insert Image

You can click and drag an image to any position on the page. You can also shrink or enlarge by using the sizing handles.

1. Select **Insert > Image**.
2. Select where you are pulling the image from.



Format Image

1. Select the image. Select **Format options** from the toolbar.
2. A sidebar will appear on the right side that allows you to format the following:
 - a. Size & Position
 - b. Recolor
 - c. Adjustments
 - d. Drop Shadow
 - e. Reflection

Insert Diagram

You can click and drag diagram to any position on the page. You can also shrink or enlarge by using the sizing handles.

1. Select **Insert > Diagram**.
2. A sidebar will appear on the right-hand side of the window. You can select from the diagrams listed below. All are editable.
 - a. Grid
 - b. Hierarchy
 - c. Timeline
 - d. Process
 - e. Relationship
 - f. Cycle

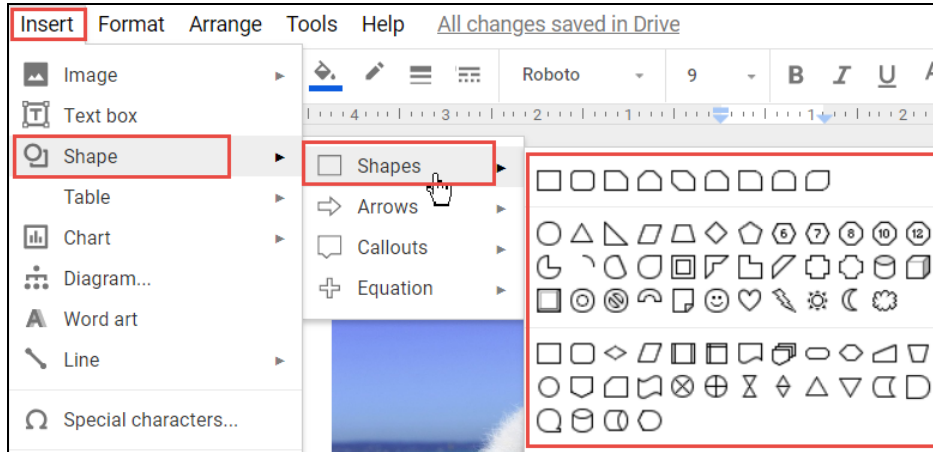
Format Diagram

1. Select the image. Select **Format options** from the toolbar.
2. A sidebar will appear on the right side that allows you to format the following:
 - a. Size & Position
 - b. Text fitting
 - c. Drop Shadow
 - d. Reflection

Insert Shapes

You can click and drag a shape to any position on the page. You can also shrink or enlarge by using the sizing handles.

1. Select **Insert > Shape**.
2. Select the type of Shape desired.



Change Shape Color

1. Select the Shape.
2. Select the fill icon tool from the toolbar. Select the color desired.



Add Text

1. Select the shape.
2. Right-click on the shape and select **Edit Text**.
3. Enter text and format similar to a text box.

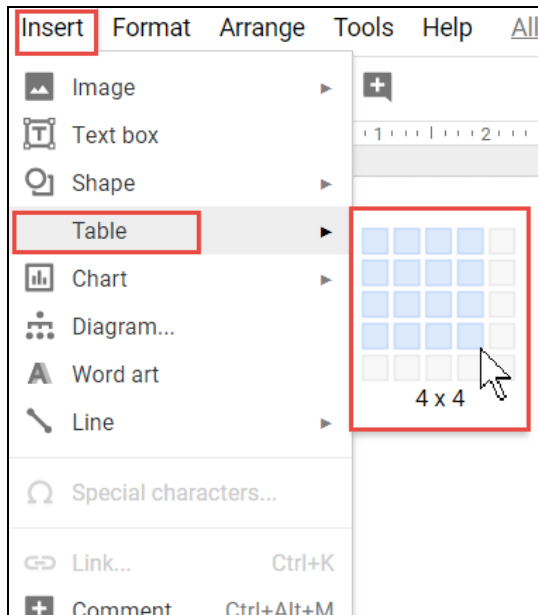
Format Options

1. Select the Shape.
2. Select **Format options** from the toolbar.
3. A sidebar will appear on the right side that allows you to format the following:
 - a. Size & Position
 - b. Text fitting
 - c. Drop shadow
 - d. Reflection

Insert Table

You can click and drag a table to any position on the page. You can also shrink or enlarge by using the sizing handles.

1. Select **Insert > Table**.
2. Select the dimensions needed for the table.



Format Options

1. Select the table.
2. Select **Format options** from the toolbar. A sidebar will appear on the right side that allows you to format the following:
 - a. Size & Position
 - b. Text fitting

Insert Lines

You can click and drag a line to any position on the page. You can also shrink or enlarge by using the sizing handles.

1. Select Insert > **Line**.
2. Select the line option desired.
3. Click and drag with mouse to create line.

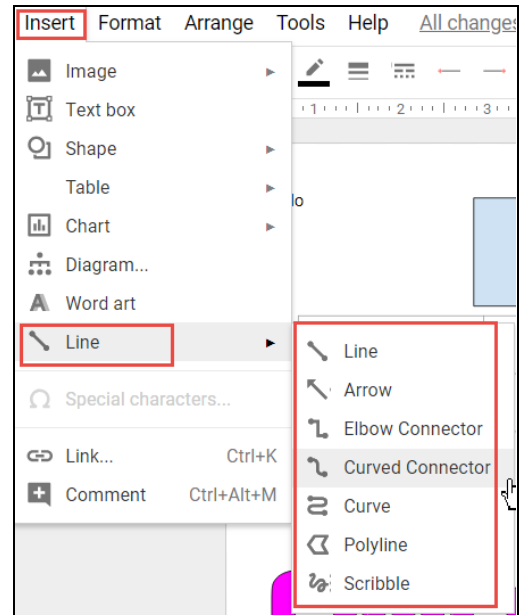
Format Line

1. Select the line.
2. On the toolbar you can select from the following:

- a. Line color 
- b. Line weight 
- c. Line dash 
- d. Line start/end 

Format Options

1. Select the line.
2. Select **Format options** from the toolbar. A sidebar will appear on the right side that allows you to format the following:
 - a. Size & Position
 - b. Drop Shadow
 - c. Reflection



Insert Hyperlink

You can create a hyperlink from an image, text, shape, etc. in Google Drawings.

1. Copy the URL that you want to navigate users to.
2. Select the item on your Google Drawing that you would like hyperlinked.
3. Select Insert > **Link**.
4. Paste the URL and select **Apply**.



Order Objects

You can order objects within a Google Drawing.

1. Select the object.
2. Right-Click > select **Order** > select order desired.

Rotate Objects

You can rotate objects within a Google Drawing.

1. Select the object.
2. Right-Click > Select **Rotate** > select an option.

Align Objects

1. Select the object.
2. Right-Click > Select **Center on Page** > select Horizontally or Vertically.