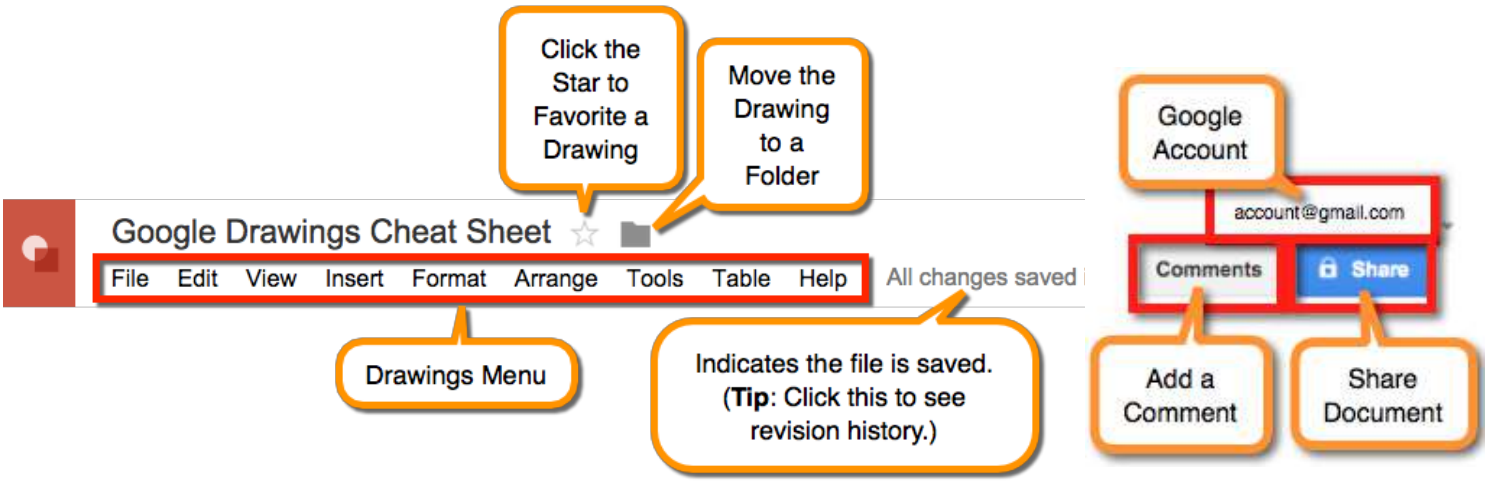
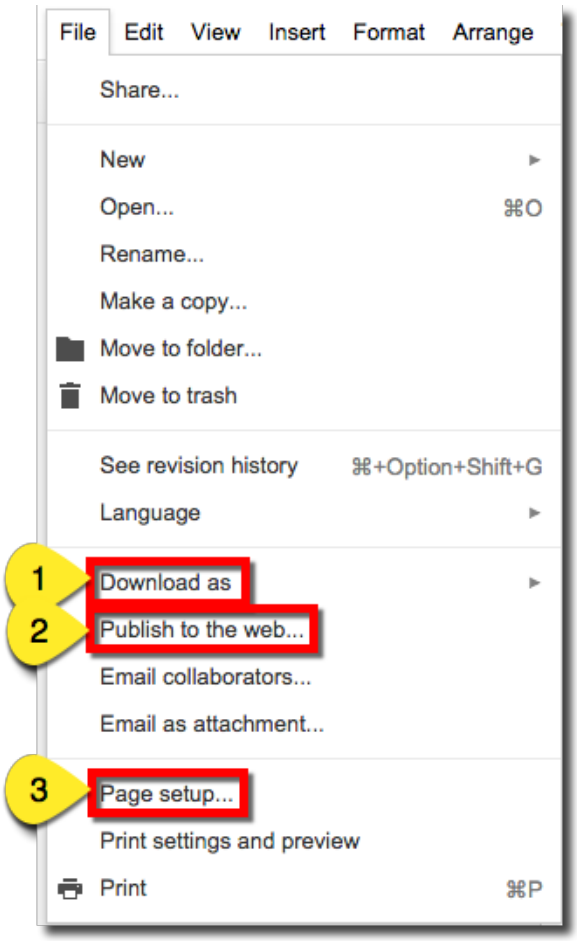
GOOGLE DRAWINGS CHEAT SHEET

Google Drawings Menu



File Menu Highlights

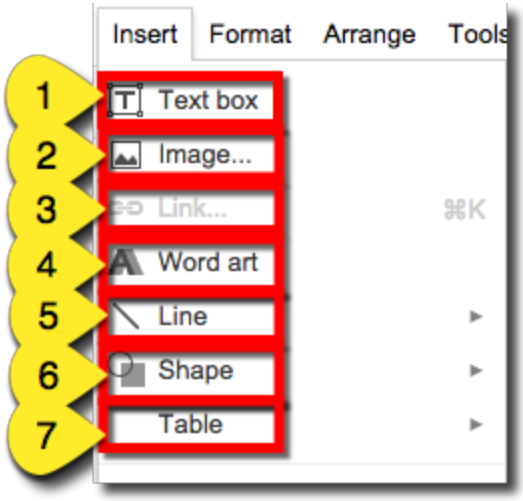


1. Download As: Download your drawing as in various formats, including .pdf, .png, or .jpeg.

2. Publish to the Web: Make your content visible to anyone by publishing it to the web. You can link to or embed your drawing.

3. Page Setup: Use this to choose a pre-set size for your drawing, or create a custom size.

Insert Menu Highlights



1. Insert Text Box: Allows you to type and insert your own text.

2. Insert Image: Insert an image from your computer, url, from your Google Drive, or search Google images.

3. Insert Link: Hyperlink images, text or object to an outside webpage.

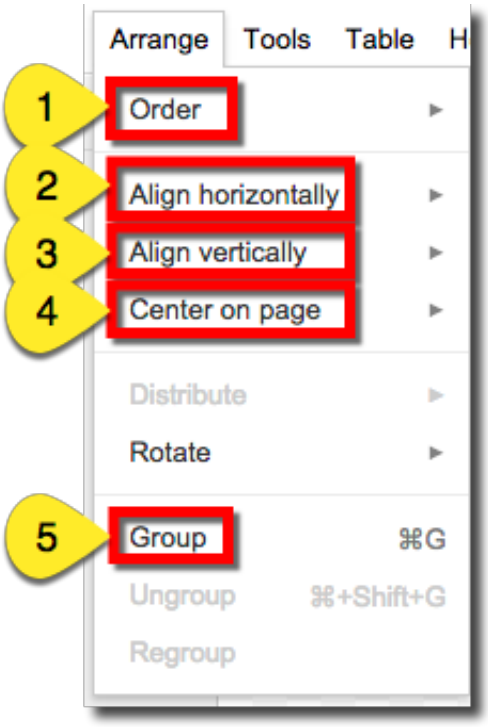
4. Insert Word Art: Insert specially formatted text and manipulate it like an object.

5. Insert Line: Insert straight lines, curves, scribbles and arrows.

6. Insert Shapes: Insert special shapes and callouts.

7. Insert Table: Select the number of columns and rows and insert a table.

Arrange Menu Highlights



1. Order: Reorder the objects from front to back to create your drawing. This allows you to layer objects, images and text boxes on top of each other in a specific order.

2. Align Horizontally: Align object(s) horizontally: left, center, or right.

3. Align Vertically: Align object(s) vertically: top, middle, or bottom.

4. Center on Page: Align objects to the center of the page horizontally and/or vertically.

5. Group: Select multiple objects by holding down the shift key, and then group together. When objects are grouped, you can manipulate all of the objects in the group as if they were a single object. All of the actions that can be performed on a single object can be done to all objects in the group at the same time.

The Main Toolbar

	Undo/Redo
	[Paint Format Tool](): Google documents lets you copy the formatting you've applied to a specific section of text to another section using the paint format tool.
	Zoom to Fit
	Zoom
	Select: Select the object you wish to edit.
	Insert Line: Use the drop-down arrow to select or draw a line.
	Insert Shape: Use the drop-down arrow to select and draw the shape.
	Insert Textbox: Type and insert your own text.
	Insert Image: Insert an image from your computer, url, from your Google Drive, or search Google images.

Tips!

Use Drawings to create and share images, diagrams, tables, charts, and more!

Google Drawings is not just a stand-alone app, it is also available in the insert menu of Google Docs, Sheets and Slides (via web clipboard), allowing you to create and insert drawings on the fly and tweak them inline.

Ready to Use Google Drawings with Students?

Here's an infographic to help:

[10 Ways to Use Google Drawings in the Classroom]()

Image Editing Menu

There are sever contextual menus that will appear depending on the objects you are editing in the Drawing. Once you have inserted an image, you have access to some special editing features.

	Add a border: This line tool will add a border around your image.
	Line Weight: Change the size of the lined border.
	Line Dash: Choose from solid line or a variety of dashed line borders.
	Insert Link: Hyperlink to an outside webpage.
	Insert Comment: Add a comment to the drawing.
	Crop: Crop your image. Use the drop-down to crop into shapes.
	Reset Image: Reset the the image to original.
	Image Options: Recolor your image, and adjust transparency, brightness and contrast.

Ready for More?

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