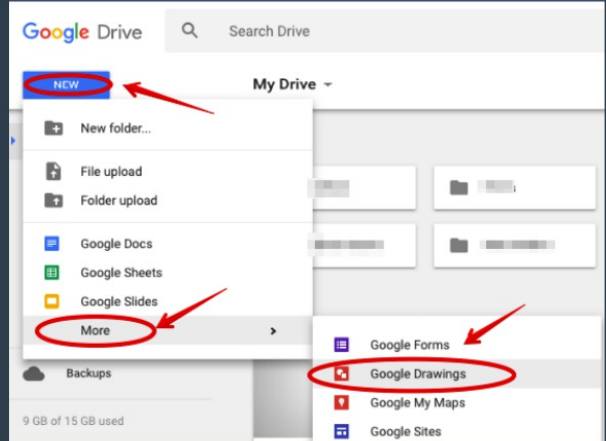


# Teachers Guide to Creating Educational Visuals Using Google Drawings

www.educatorstechnology.com

## 1 Create a drawing

Open Google Drive. Click on New > More > Google Drawings.

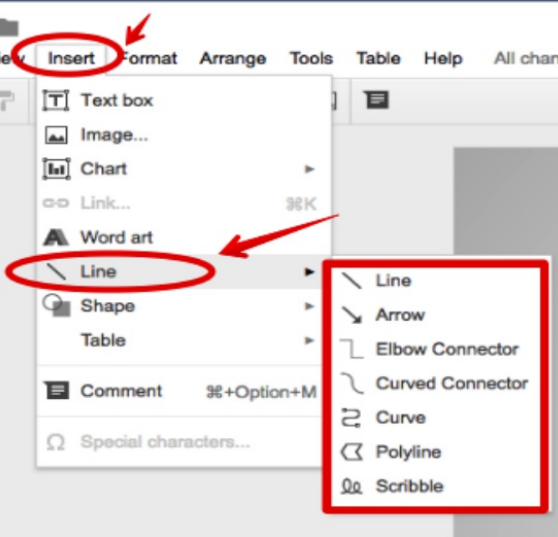


## Add lines

2

There are 6 types of lines you can add to your drawing: line, arrow, elbow connector, curved connector, curve, Polyline, Scribble.

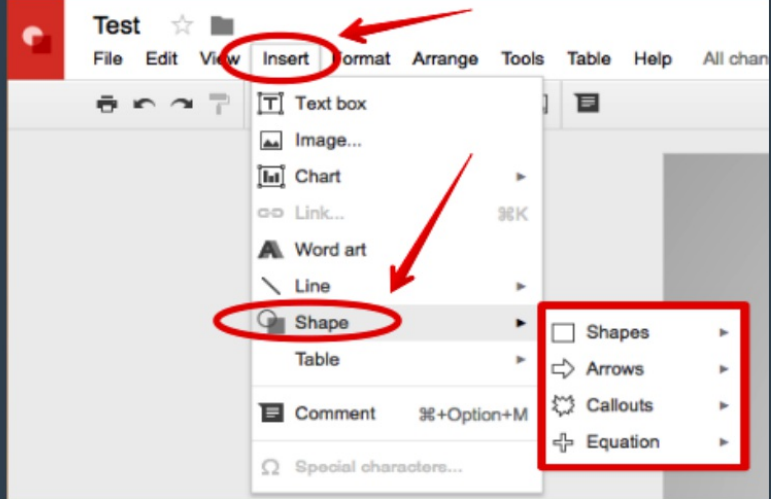
- 1- At the top of the page, click on Insert.
- 2- Click on Line and select the type of line you want.



## 3 Add shapes

There are four different shape categories you can choose from: general shapes, callouts, equation, and arrows.

- 1- At the top of the page, click on Insert.
- 2- Click on Shapes and pick the one you want.
- 3- Click and drag on the canvas to draw your shape.

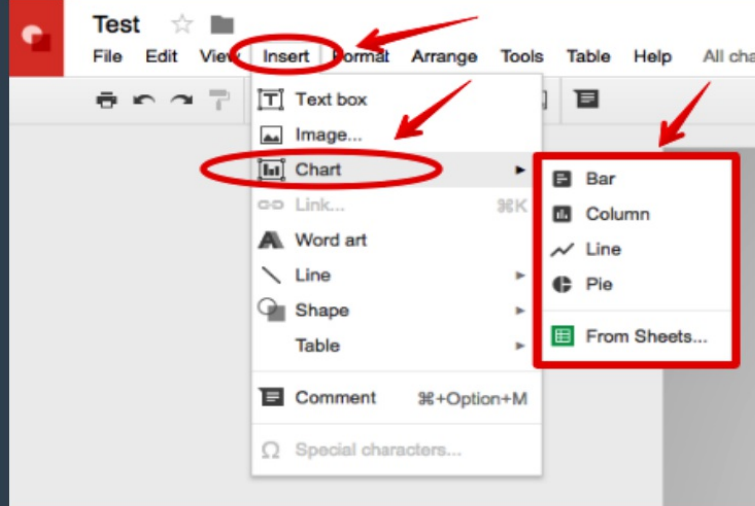


## Insert Charts

4

Using the Chart button you can insert Bar, Column, Line, Pie or insert charts from Google Sheets:

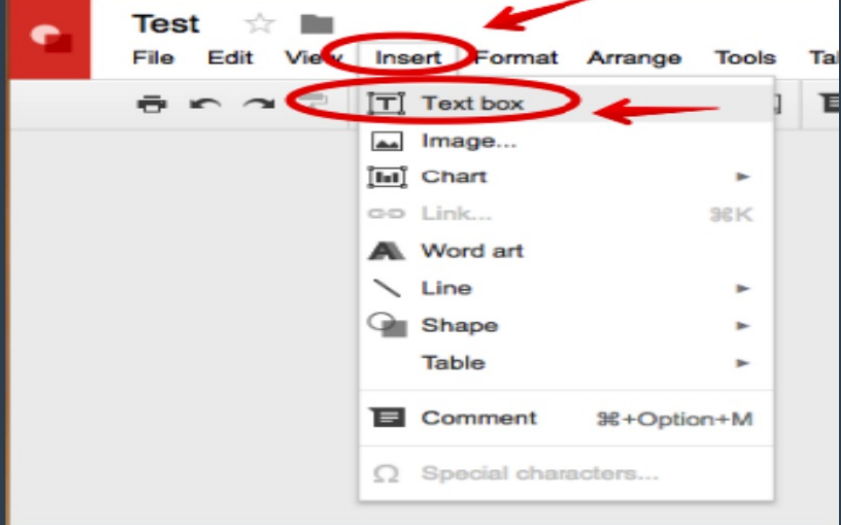
- 1- At the top of the page, click on Insert.
- 2- Click on Chart and select what you want to add.



## 5 Insert Text

You can place text anywhere in your canvas. You can also resize text box and choose different text styles:

- 1- At the top of the page, click on Insert
- 2- Click on Text box
- 3- Type in your text and click on Enter

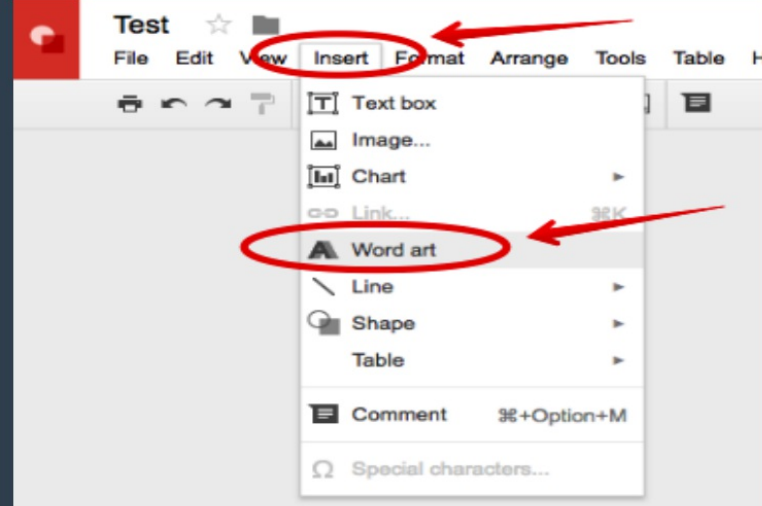


## Insert Word Art

6

Besides inserting a text box, you can also add a text shape called Word Art which comes in different formats.

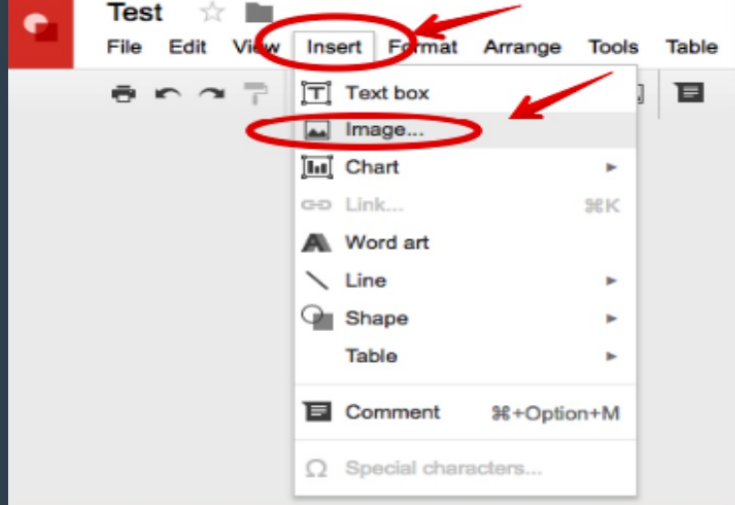
- 1- At the top of the page, click on Insert
- 2- Click on Word Art
- 3- Type in your text
- 4- Click to resize and format it.



## 7 Insert Image

You can add images to your drawing from your Google Drive, URL, your computer, or take a snapshot. You can move, rotate, resize and edit your image the way you want.

- 1- At the top of the page, click on Insert
- 2- Click on Image
- 3- Follow the instructions to pick or upload an image.

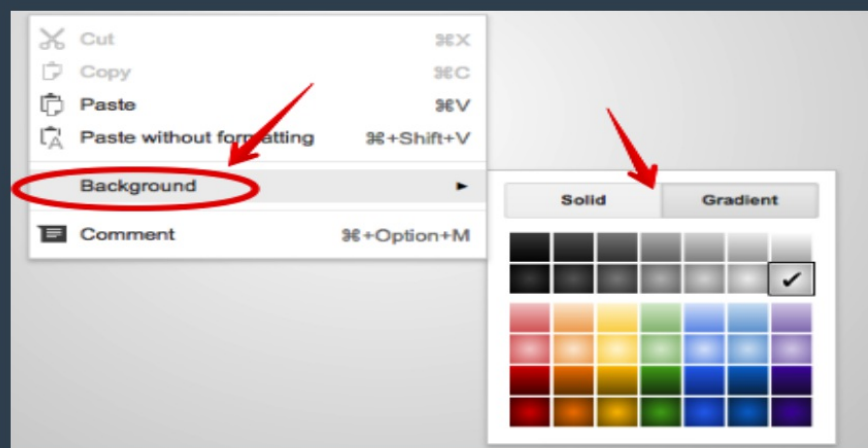


## Change background of your drawing

8

You can choose between a solid or gradient background.

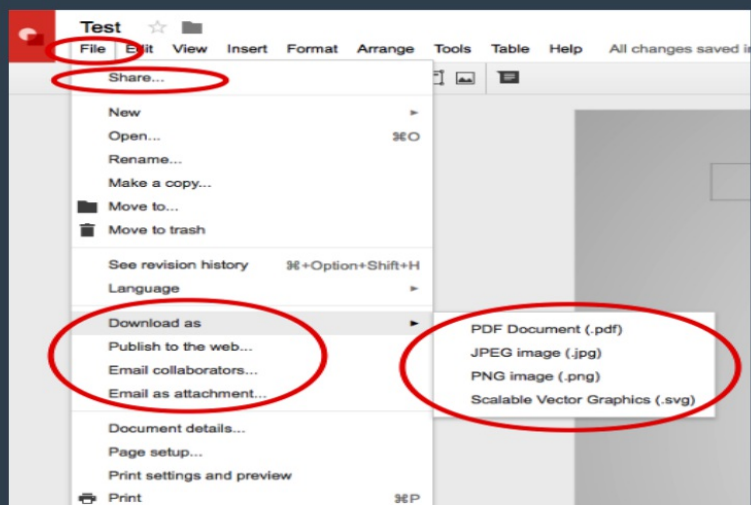
- 1- Right-click anywhere on your canvas
- 2- Click on Background
- 3- Select the background type you like



## 9 Share your drawing

There are different options to share your drawing: publish it to the web, share it via email, or download it in various formats (PNG, PDF, JPEG, Scalable Vector Graphics)

- 1- At the top of the page, click on Insert
- 2- Click on File
- 3- Choose which sharing you want



Source:

<https://support.google.com/docs/answer/179740?co=GENIE.Platform%3DDesktop&hl=en>