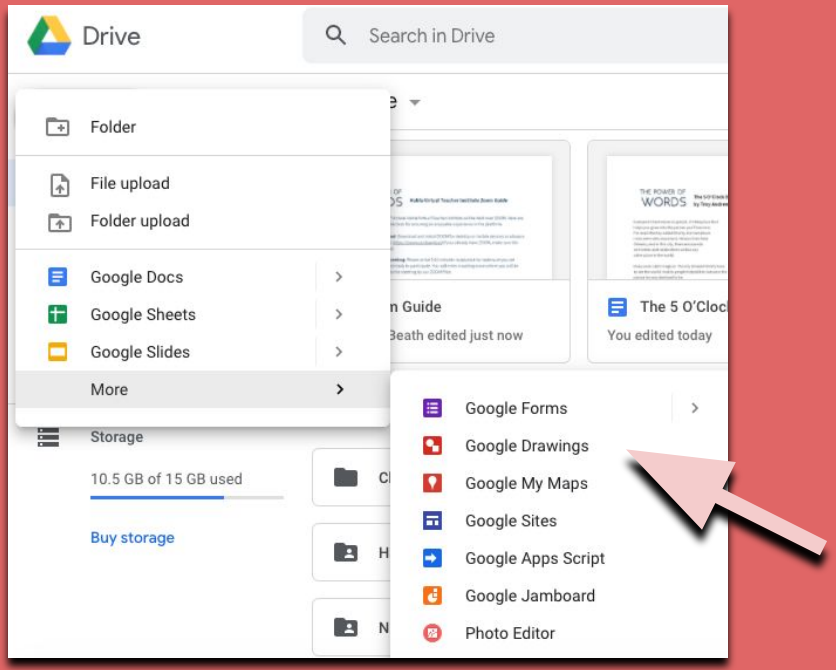
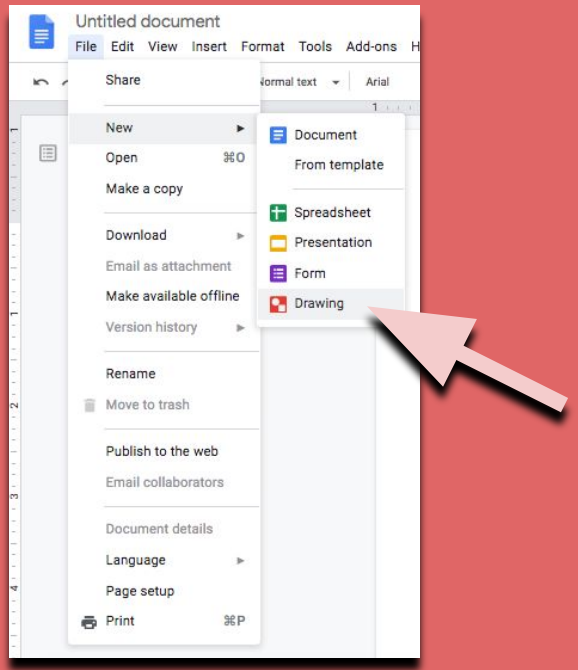
Google Drawings Tutorial

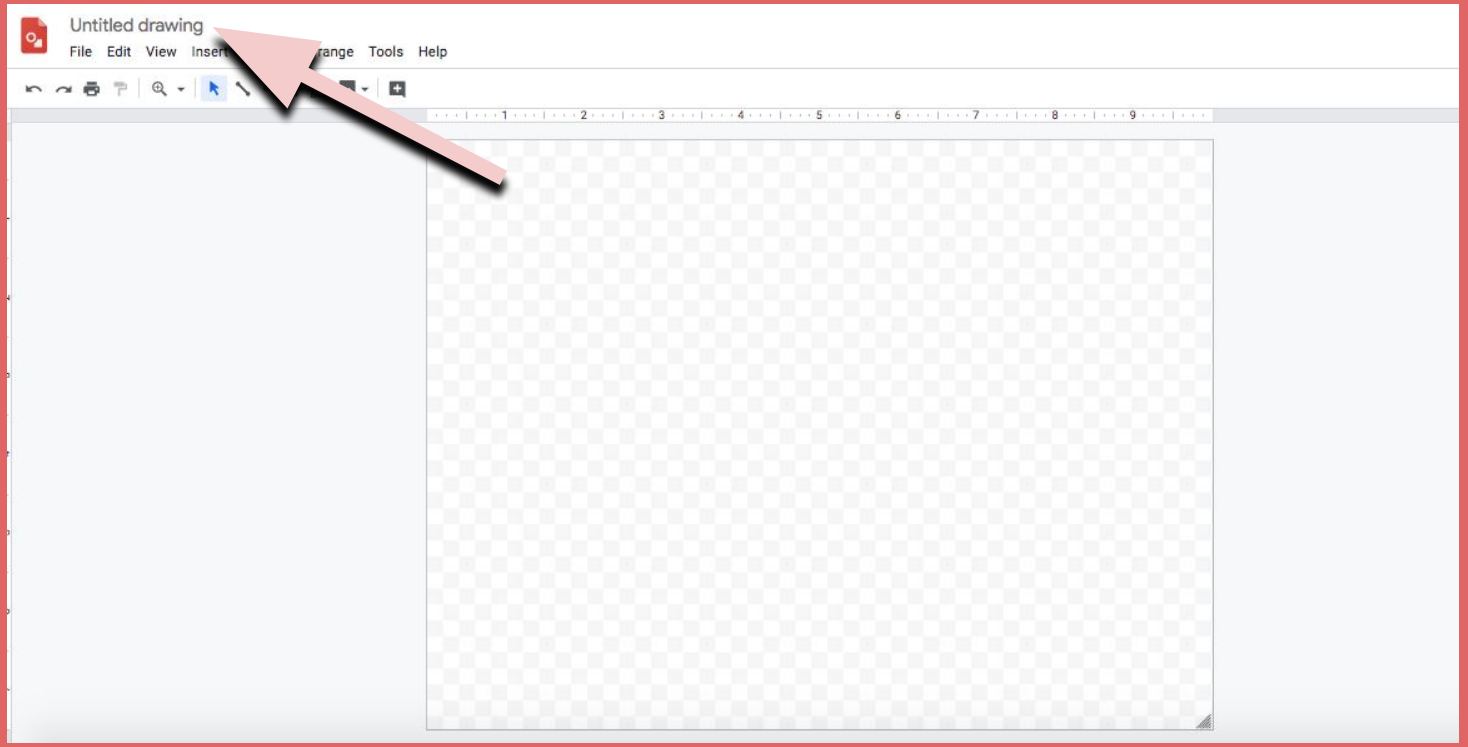
A basic user guide created by Habla

There are two ways to create a new Google Drawings document.





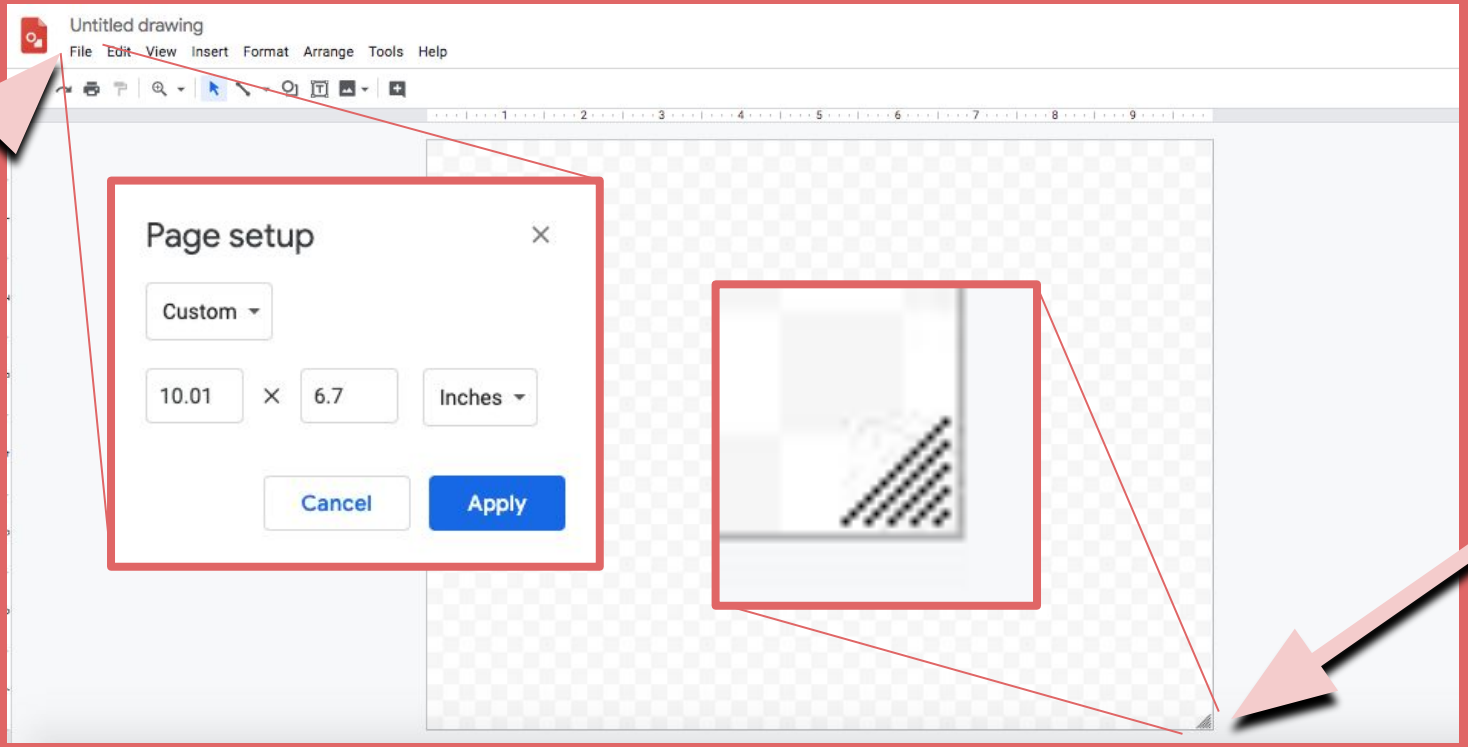
In Google Drive you can click the “New” button at the top left corner and hover over “More.”
Several options will appear. Click on “Google Drawings.”
Or, in any Google application (here we are using Google Docs), click “File” on the menu, click “New,” then “Drawing.”



This is what a new Google Drawings document looks like.

You can name your document by clicking on “Untitled drawing” in the top left corner.

Your drawing is automatically saved in your Google Drive.



You can adjust the size of your canvas in two different ways.

In the bottom right corner of your canvas you can click the striped triangle and drag to adjust it to the size you want/need. Or go to the “File” menu and click on “Page Setup”

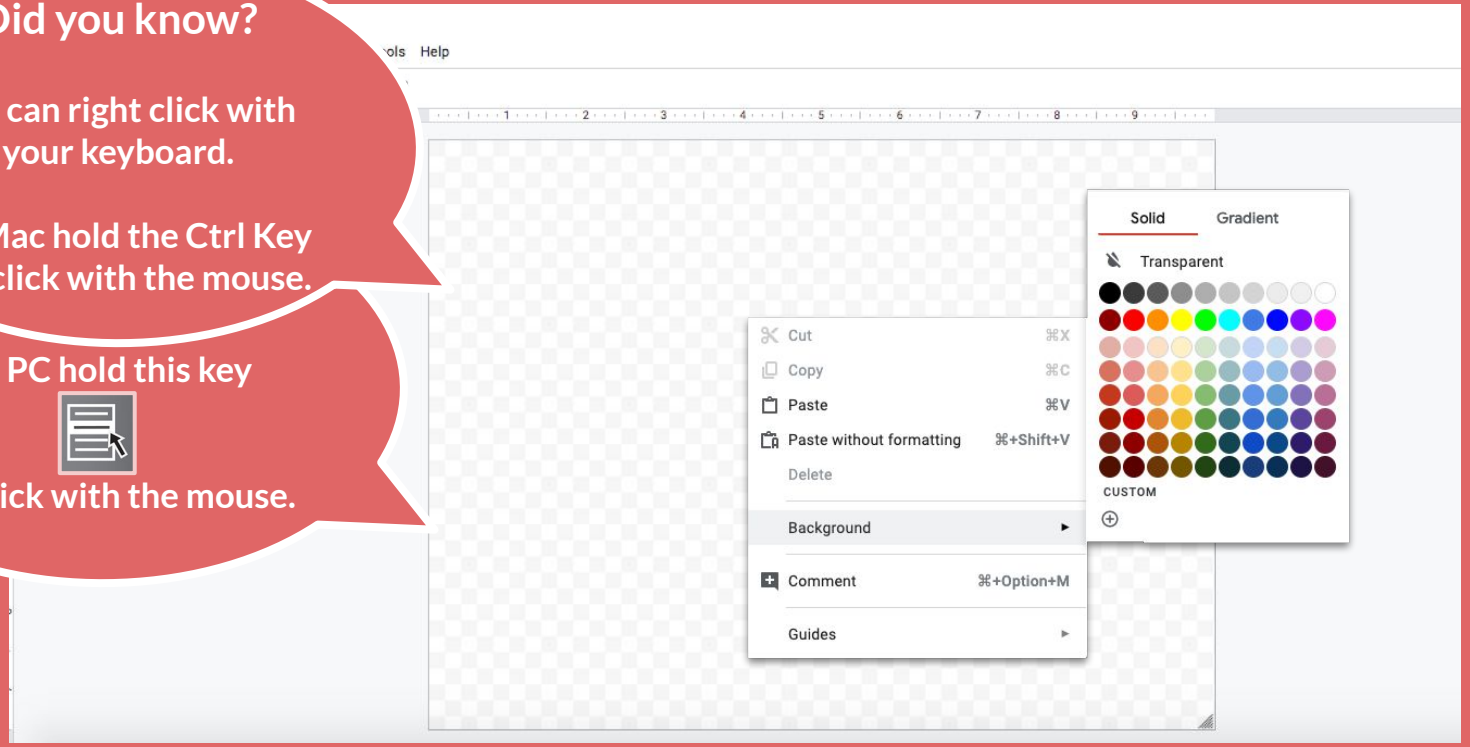
Did you know?

You can right click with your keyboard.

On Mac hold the Ctrl Key and click with the mouse.

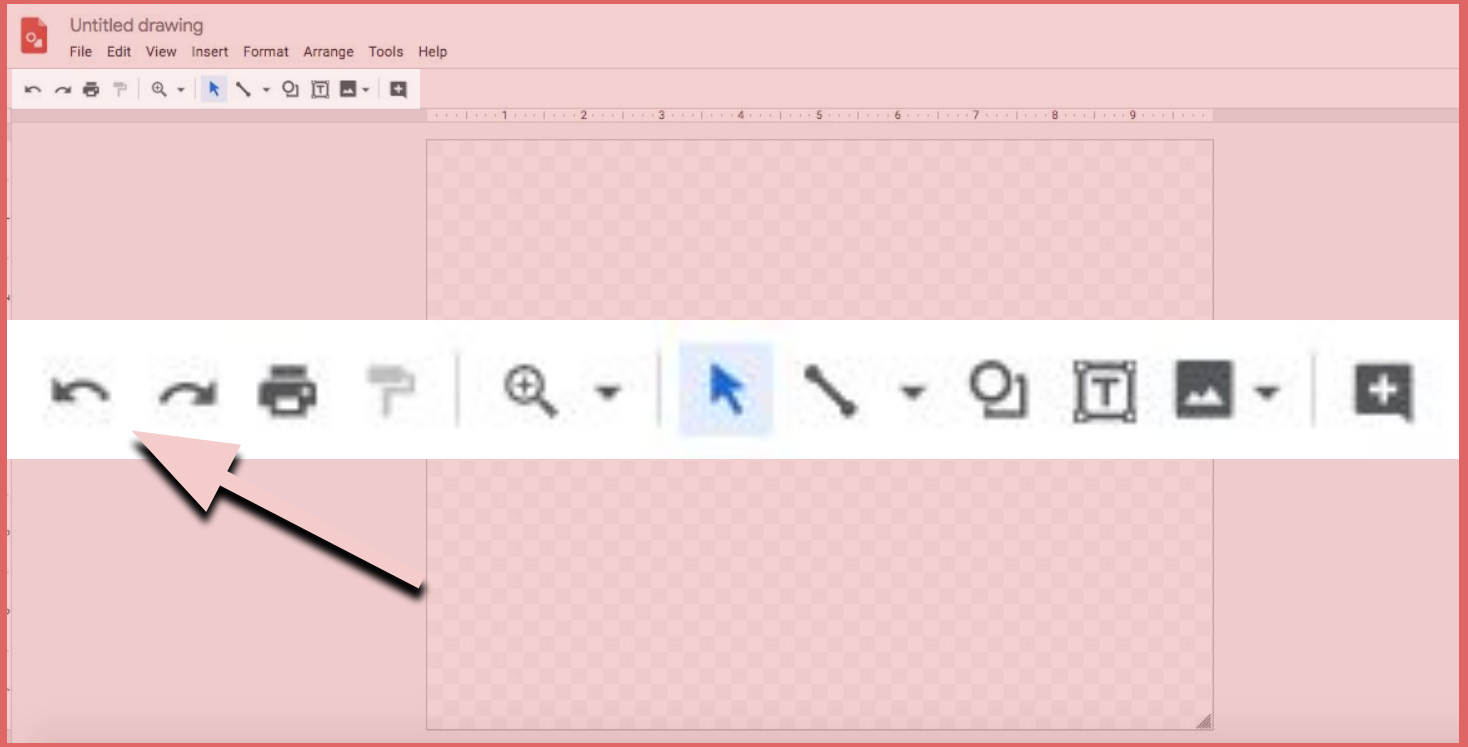
On PC hold this key

and click with the mouse.



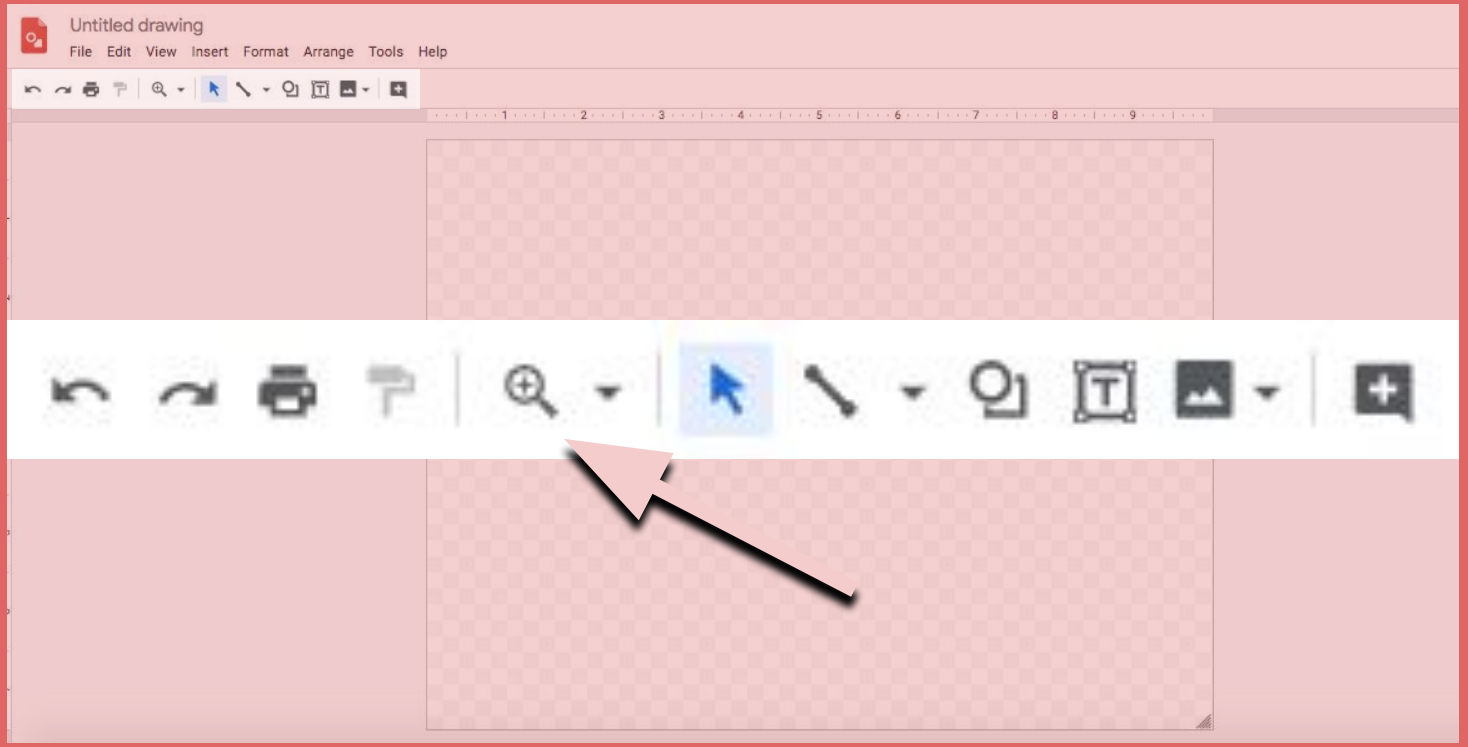
You can change the color of the background of your canvas.

Right click on your canvas and select “Background” and choose the color of your liking.



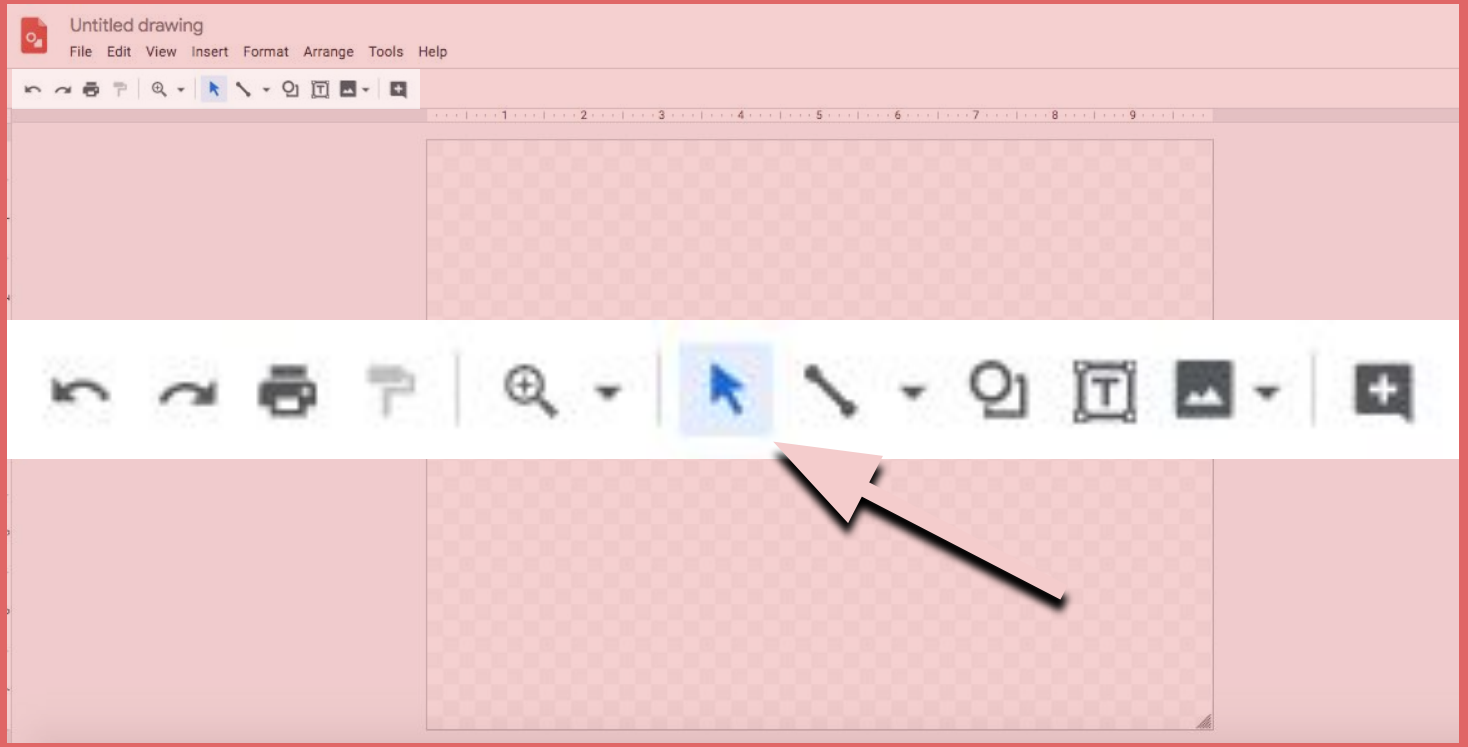
Let’s get a closer look at the Tool Bar.

The first two arrows on the left are the “Undo” and “Redo” buttons. Use these when you want to erase a previously made action or to restore an action after pressing “undo.”



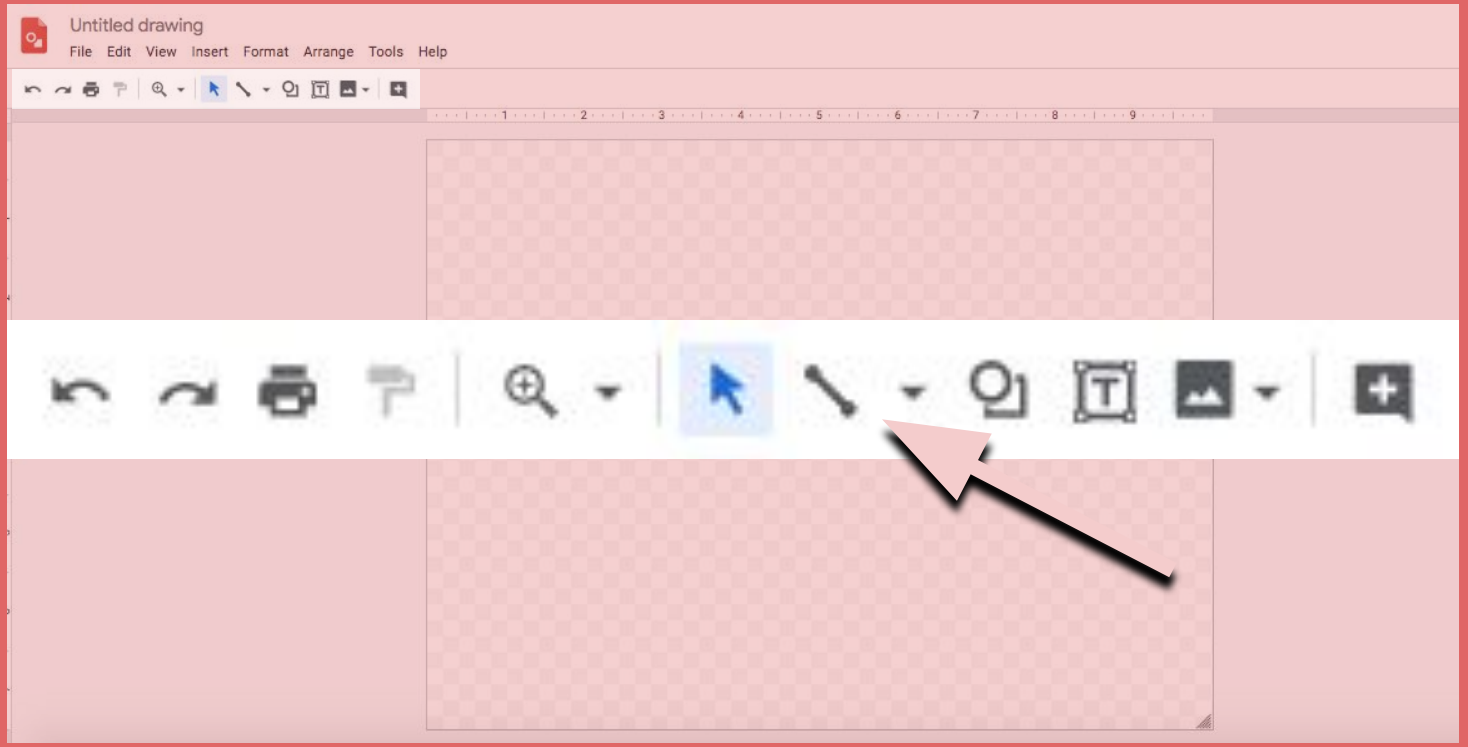
This is the Zoom tool.

Click on this icon to zoom in or out of your canvas.



This is the Selection Tool.

Select something by clicking on it. You can move around anything you select.
You can delete what you select by pressing the backspace key on your keyboard.

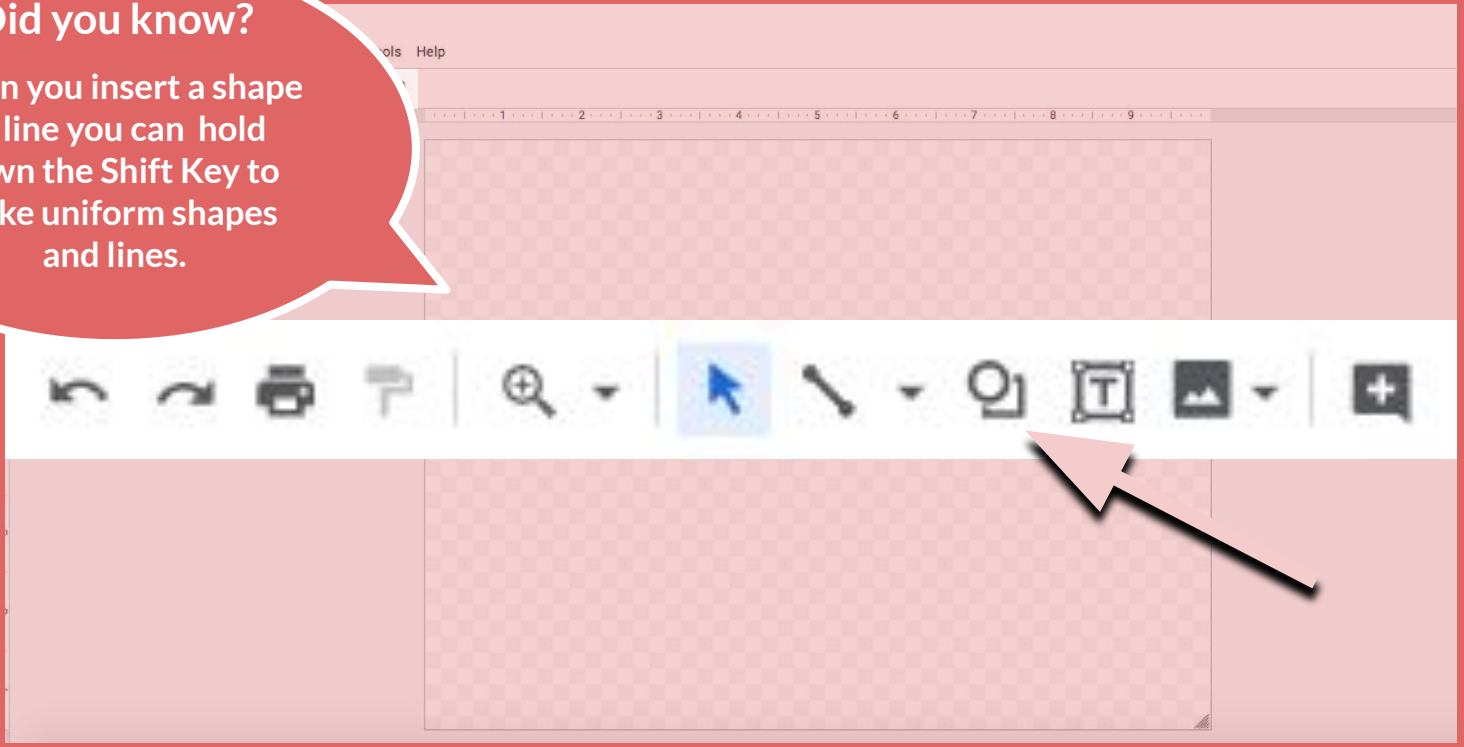


This is the Line Tool.

Use it to draw different types of lines, arrows, connectors, curves, polylines and scribbles.
You can find these options by clicking the down arrow next to the Line Tool.

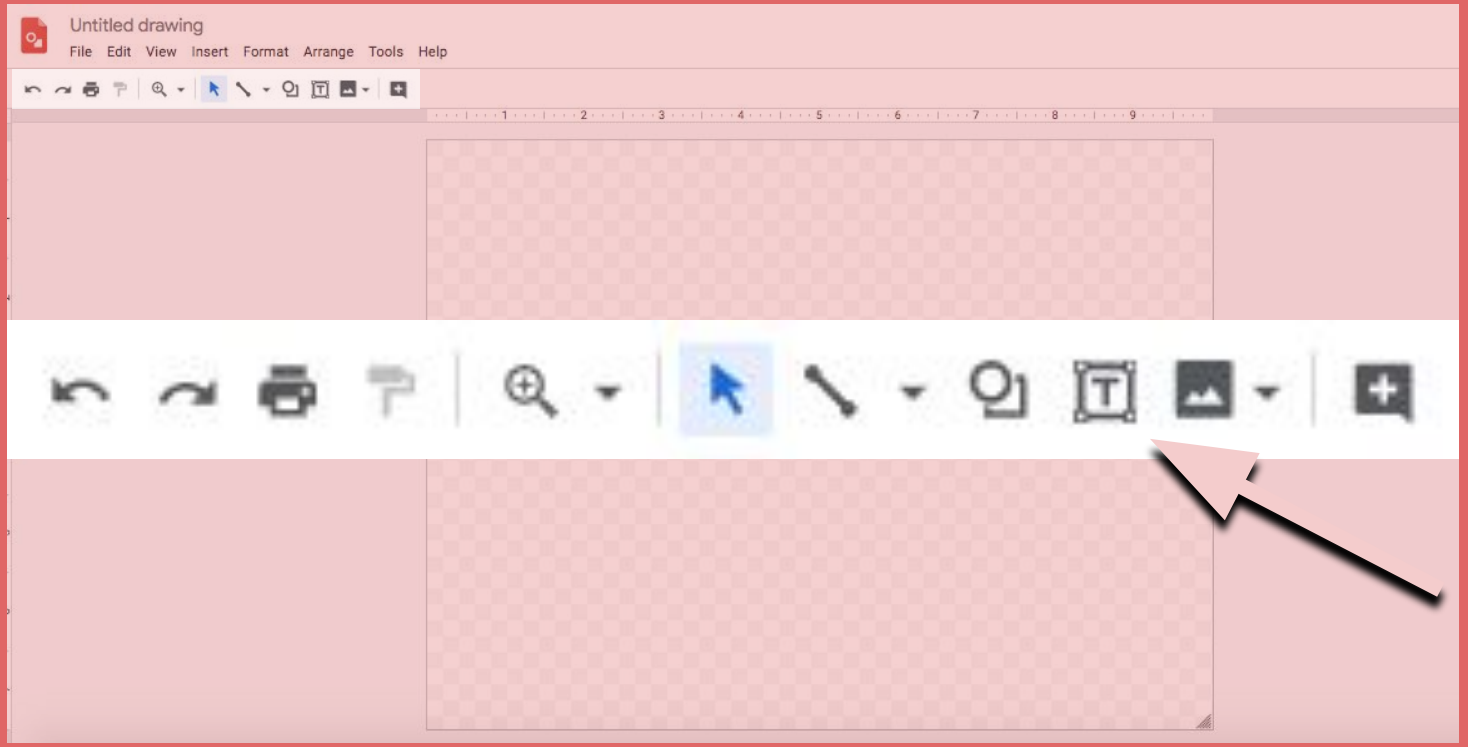
Did you know?

When you insert a shape or line you can hold down the Shift Key to make uniform shapes and lines.



This is the Shape Tool.

Use it to insert a wide arrange of shapes into your drawing. Callouts are great for comic books. After you insert a shape, you can click it twice to turn it into a text box in which you can type.

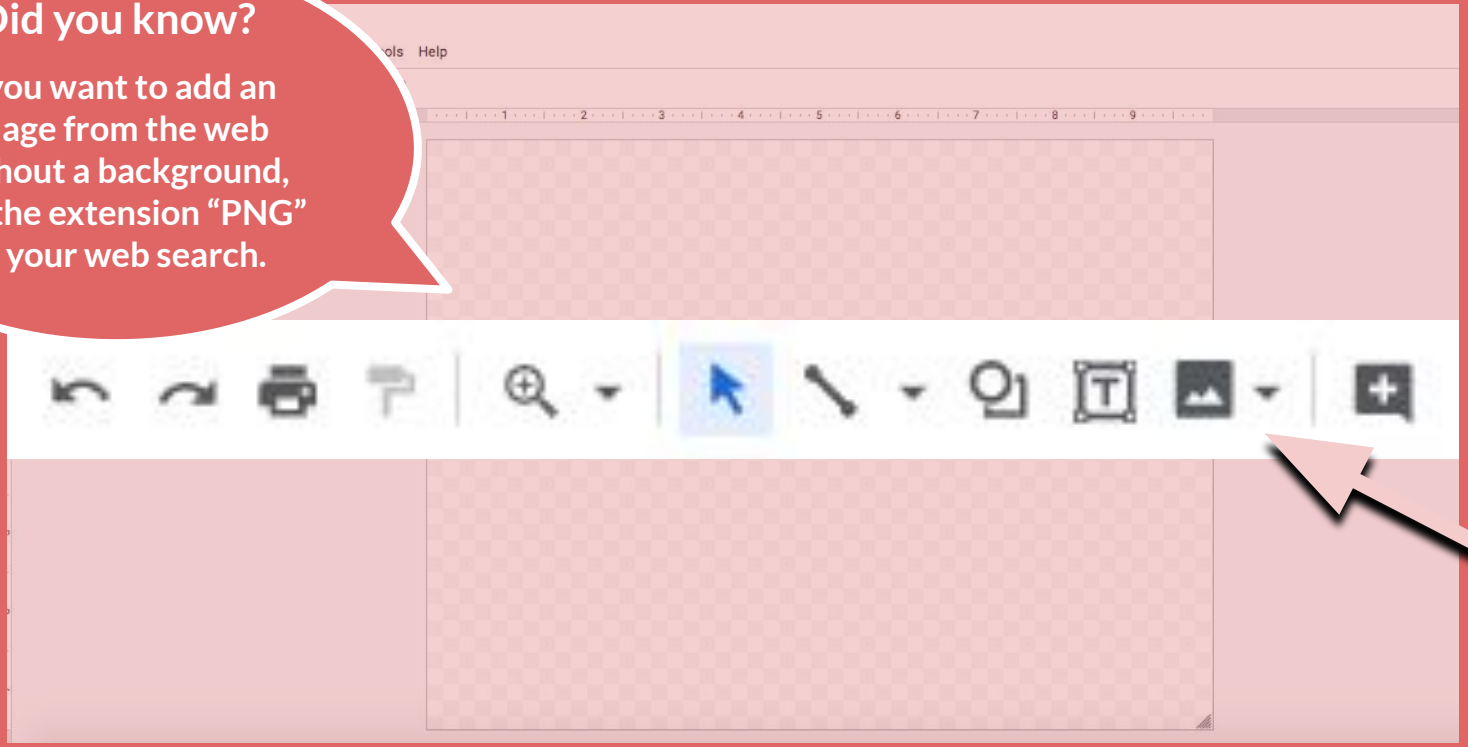


This is the Text Box Tool.

Use it to insert a text box anywhere on your canvas. Remember that after you insert text you can change the color, the font, the filling and the border of the text box.

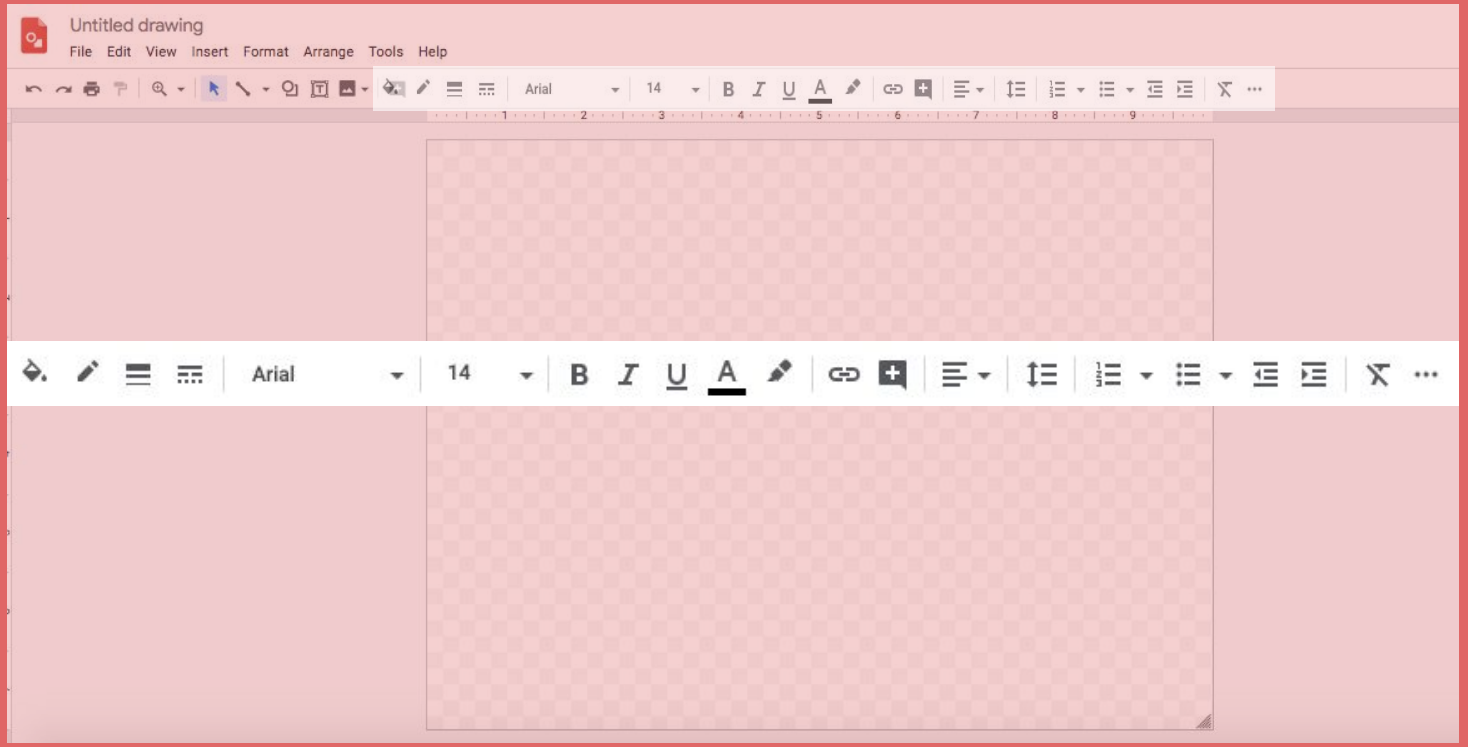
Did you know?

If you want to add an image from the web without a background, add the extension “PNG” to your web search.



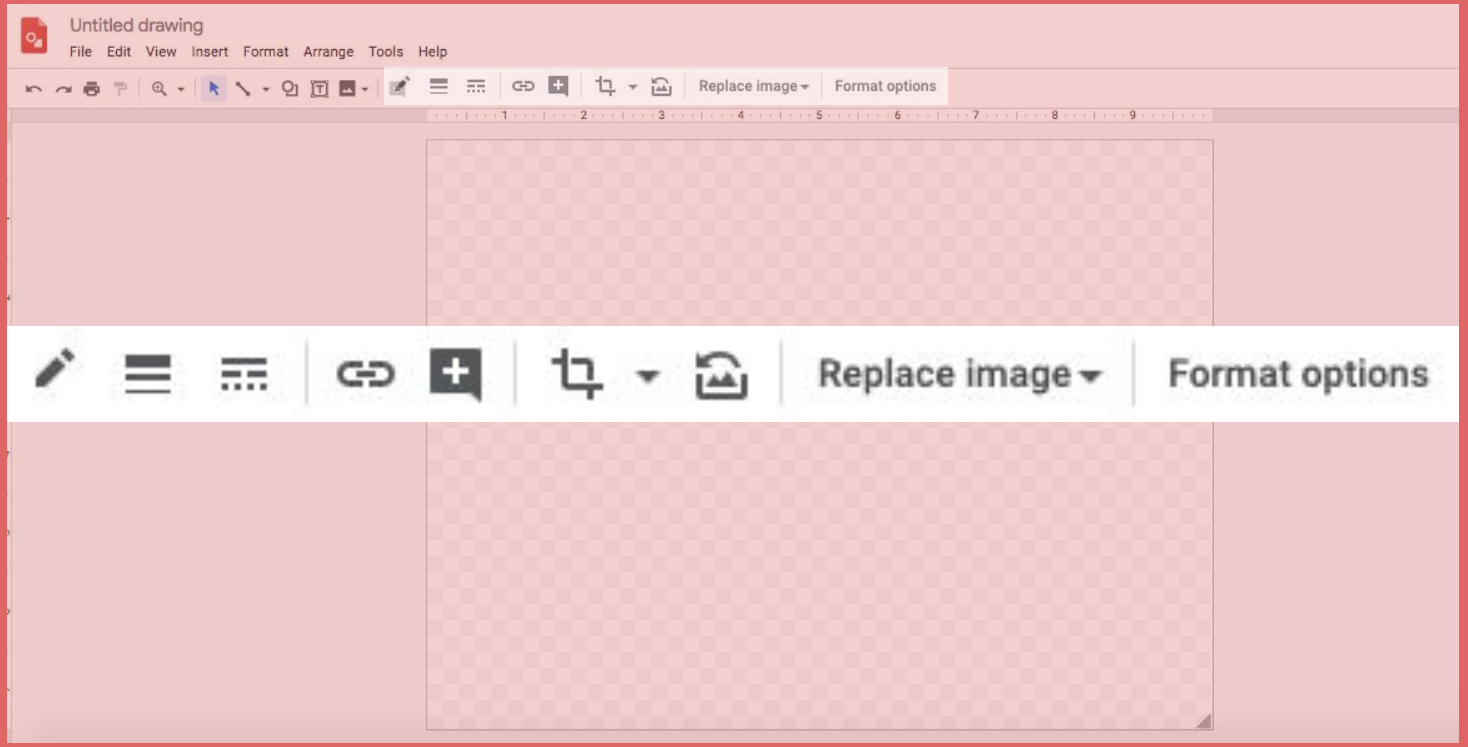
This is the Insert Image Tool.

Use it to insert an image from your computer, the web, your Google Drive, your Google Photos, from an URL and even directly from your Webcam.



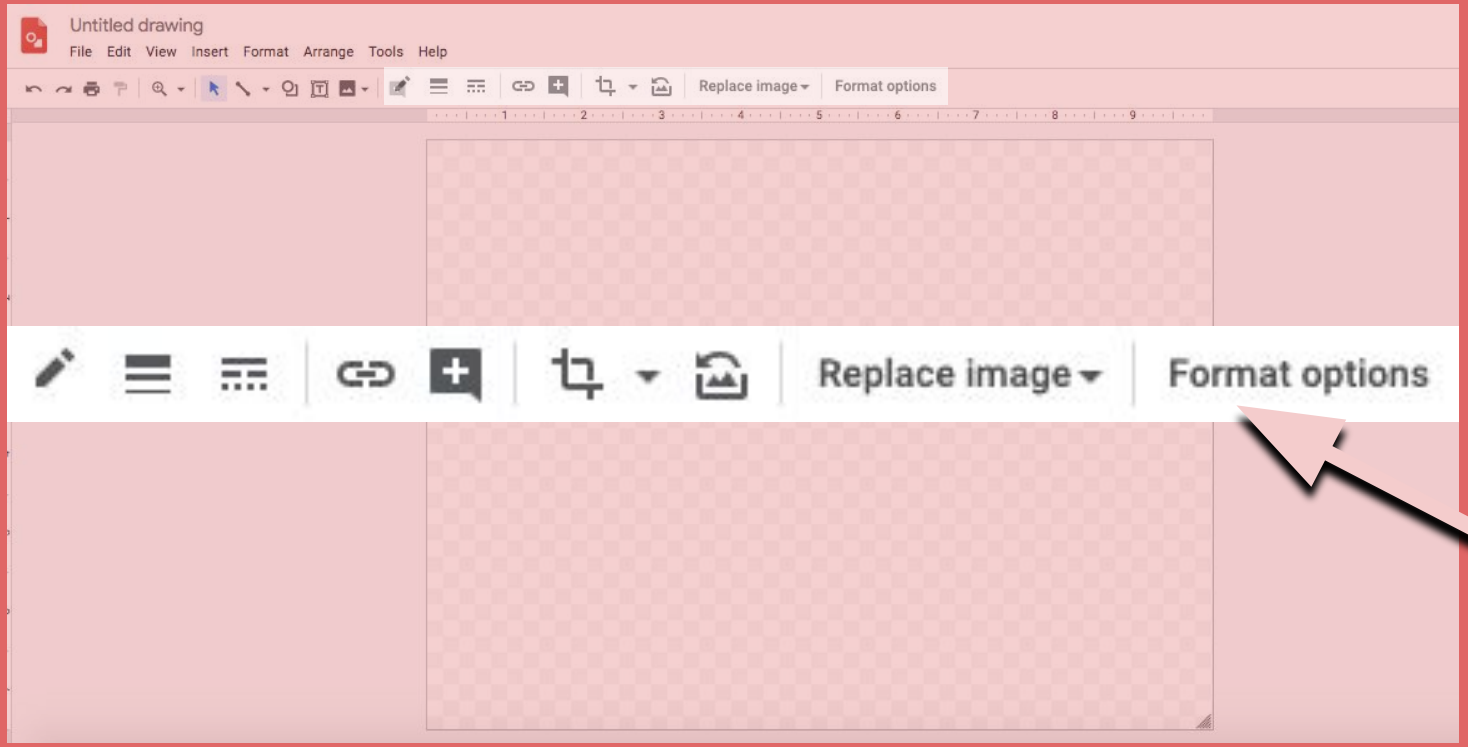
After you insert a shape or a text box, your Toolbar will expand and look like this.

These options allow you to change the color and borders of your text box, and change the size, font, color, alignment, spacing and listing of your text. Take a look at the glossary to learn more.



After you insert an image, your Toolbar will expand to look like this.

These options allow to change the borders of your image, crop and reset your image, replace your image, and format it. Look at the glossary to learn more.

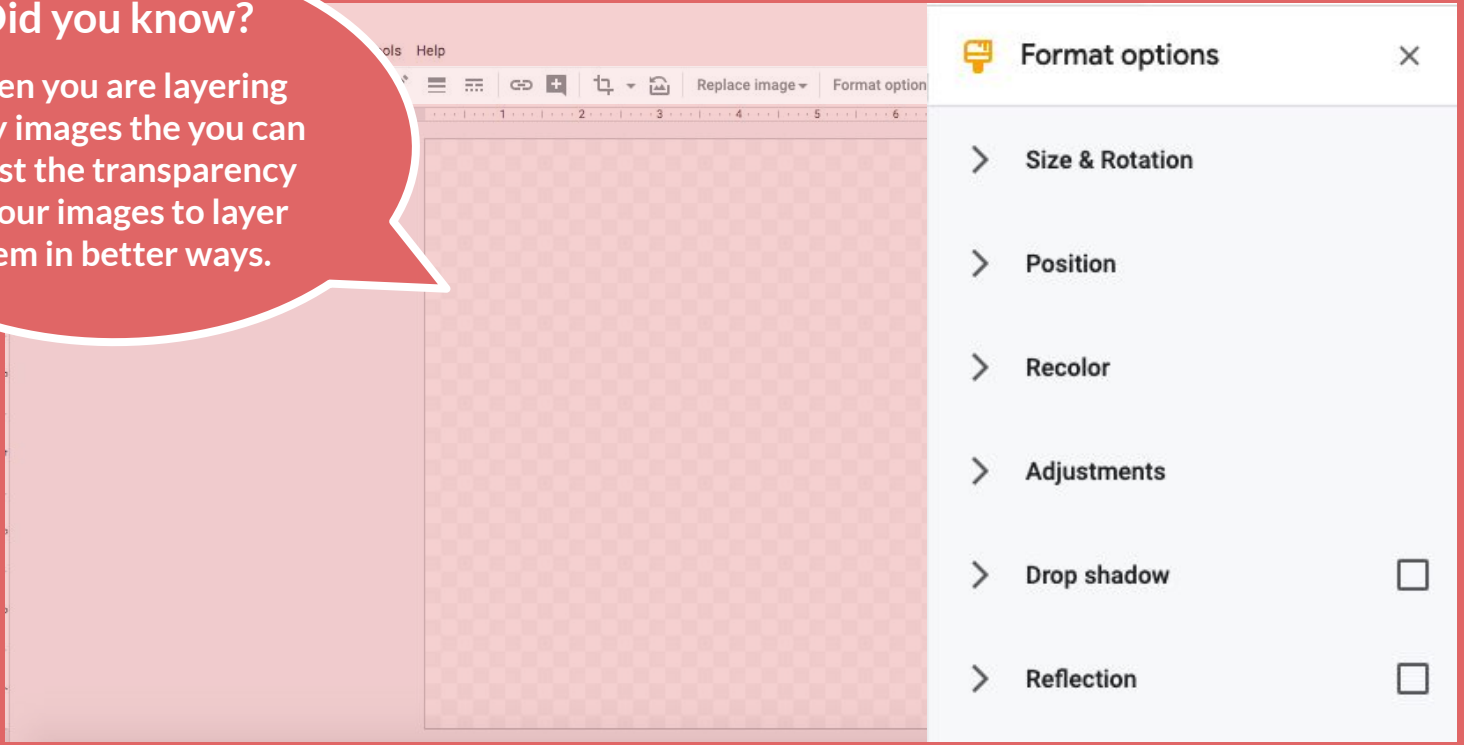


The “Format options” tool will help you adjust the aspects of your image.

After you click on it a menu will appear on the right side of your screen.

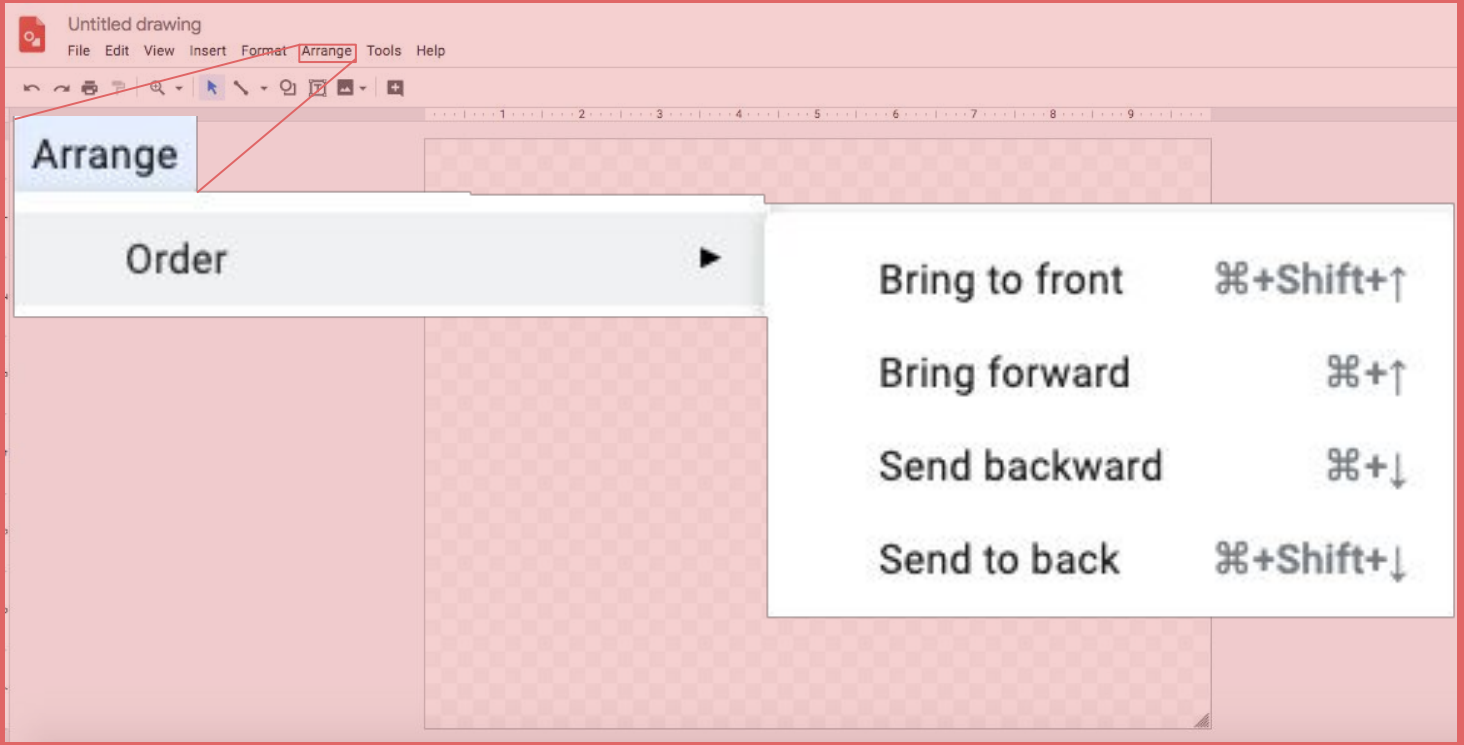
Did you know?

When you are layering many images the you can adjust the transparency of your images to layer them in better ways.

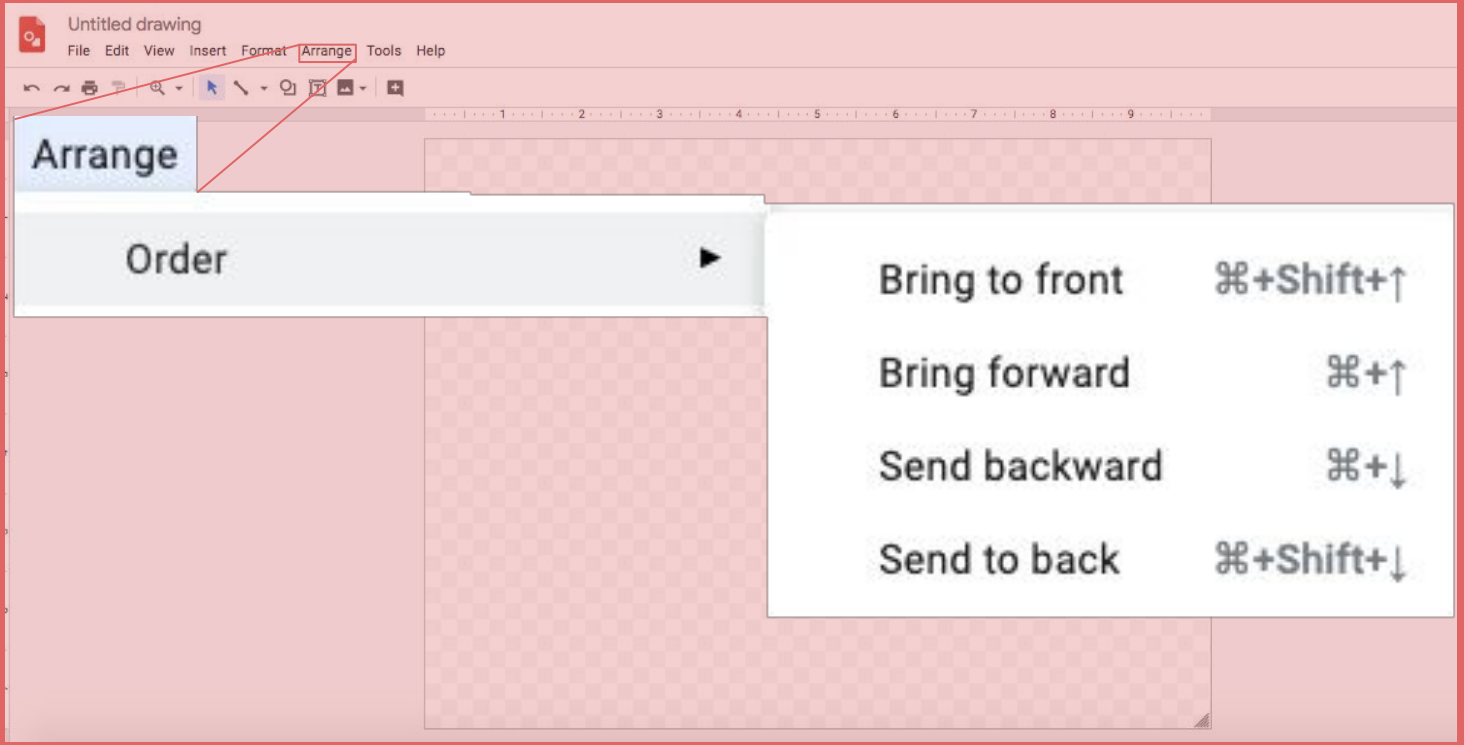


This is the Format options menu that will appear on the right side of your screen.

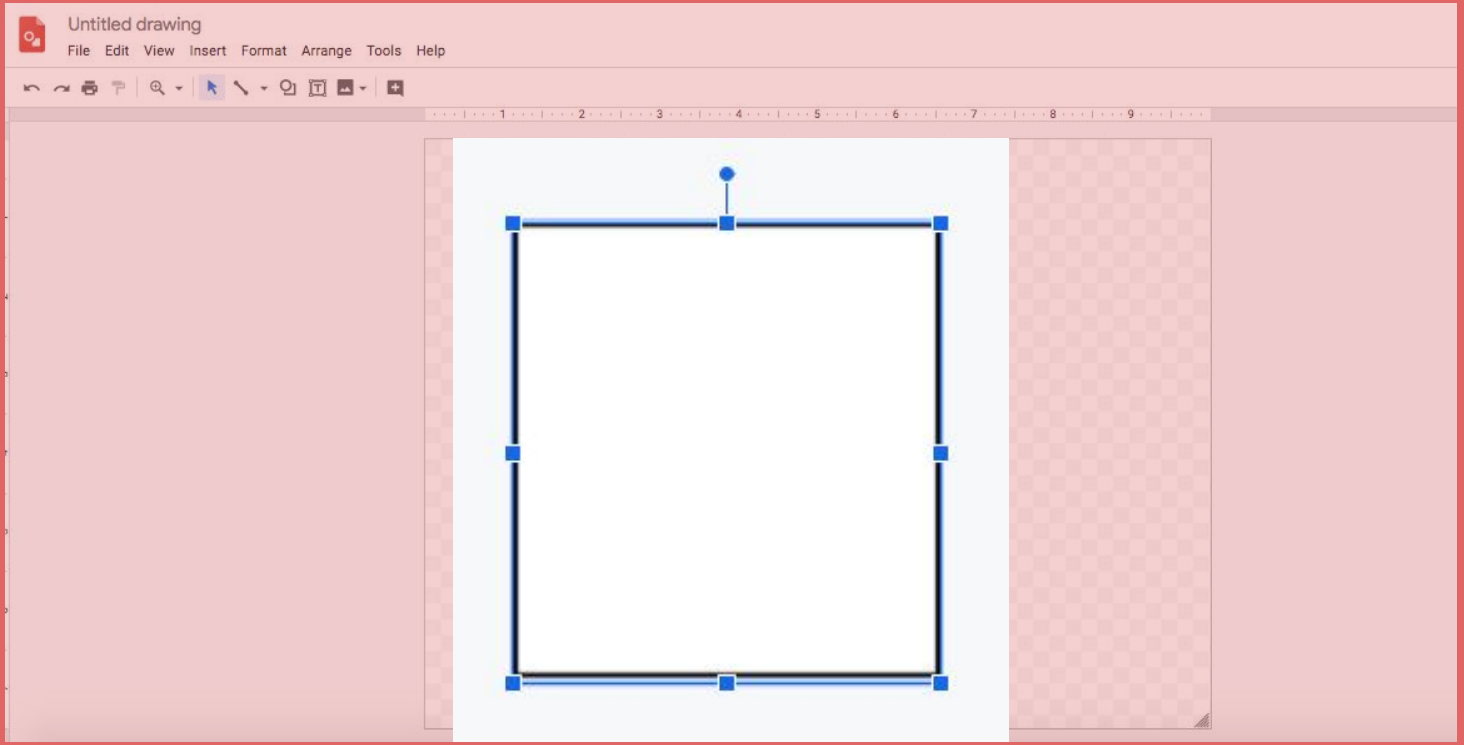
You can change the size and rotation of your image, its position on the canvas, recolor your image, adjust the transparancy, brightness and contrast, add a drop a shadow, and/or a reflection.



When you draw, insert images, shapes or text, don't forget about the Arrange Menu.
This menu will help you organize your items on the canvas.
Select the item you want to reorder and click on the option you prefer.



“Bring to front” means you will bring the item to the foreground, in front of anything else on your canvas.
“Bring forward” means you will bring the item in front of other items you put on your canvas after your selected item.
Keep clicking “bring forward” until you are happy with its placement.
“Send backward” and “send to back” sends items towards the background.

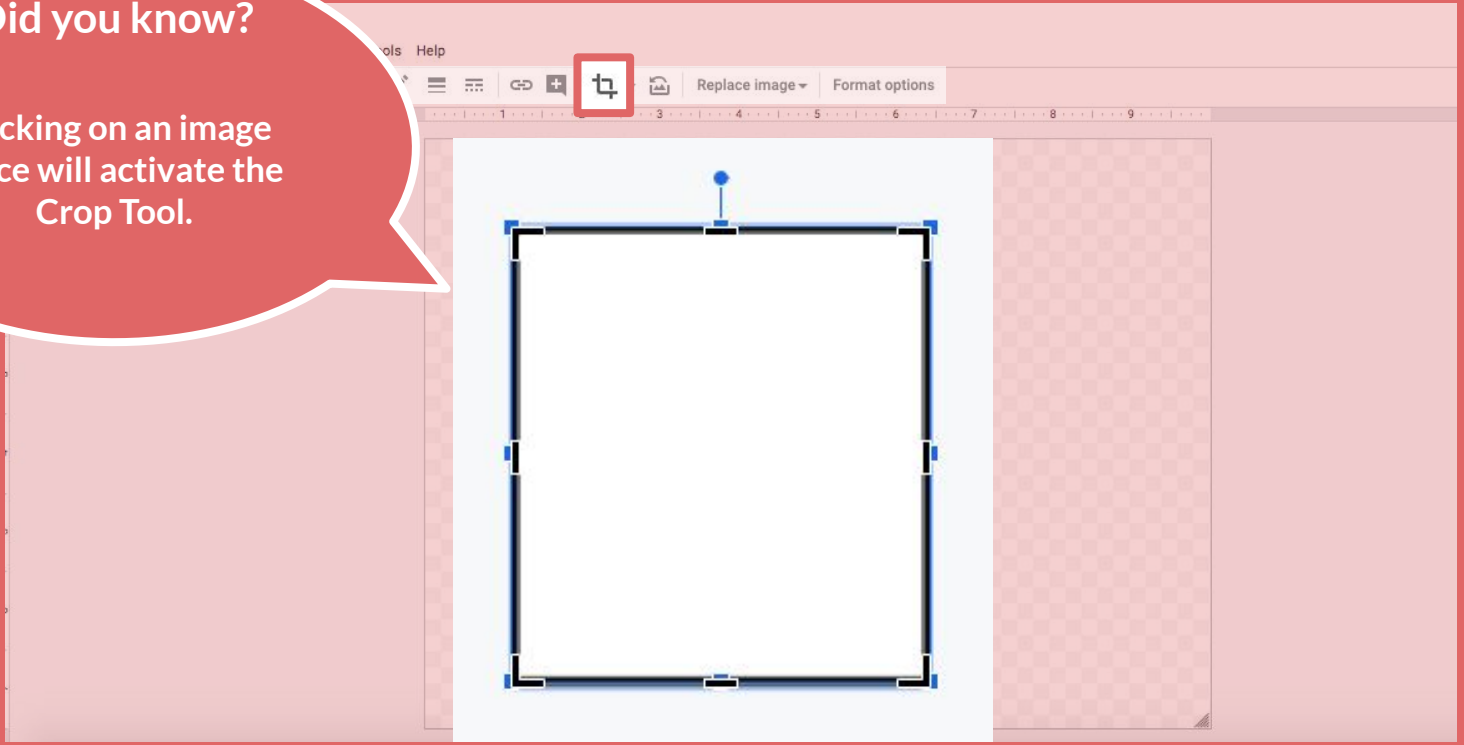


Adjusting the size of a shape or image is easy.

When you select an image or shape, a blue border with several small squares will appear around it. You can adjust the size by dragging any one of the squares to make it bigger, smaller, wider or more narrow.

Did you know?

Clicking on an image twice will activate the Crop Tool.



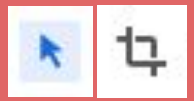
Cropping an image is quick and simple, and can improve the image you chose.

To crop an image, you must select it so the “format image” menu appears. Next, click the button highlighted in red above. This is what an image will look after you select the crop option in the Toolbar. To crop the image click and drag one of the black edges that appear.

Glossary

Undo and Redo
(If you make a mistake you can undo or redo).

Zoom
(Zoom in and out of your canvas).

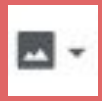


Select and Crop
(Select, adjust, move and crop your images and shapes).

Line
(Draw different kinds of lines).

Shape
(Insert different shapes on your canvas).

Text Box
(Insert text on your canvas).



Insert Image
(Insert images from your computer or the web).

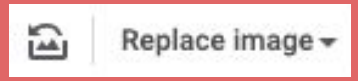
Fill - Border - Border Weight - Border Dash
(Change the filling or border of a shape).

Font - Font Size
(Select the font and size of your preference).

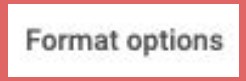
Bold - Italic - Underline - Text Color - Highlight
(Change your text style and color).

Insert Link
(Insert a link on a text, shape or image).

Align - Spacing - List - Indent
(Order and organize your text).



Reset and Replace Image
(Change an image to its original state
or replace it with another image).



Format Options
(Edit your image).

Have fun creating!

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