wazmac QuickStart

Getting Started with Google Docs - Drawings

Background

Google provides an 'office' suite of software with a difference - you don't install it on your computer. All the software is accessed online, and your documents are stored 'in the cloud'.

This model provides access to applications and documents from desktop computers, laptop computers and mobile devices such as *iPads*, all with different operating systems, regardless of your location. So long as you have internet access!

The basic functionality of the various *Google* applications - Documents, Slides, Sheets and Drawings - is much the same as other equivalent software.

This document looks at some of the basic features of *Google Drawings*.

Getting Connected

This document assumes that you are already familiar with the basics of *Google Drive*, as detailed in a previous document in this series.

Google Drive is free to anyone who has a *Google* account. It is also a part of the *Google Apps for Education* suite of applications.

If you do not already have a *Google* account go to *https://accounts.google.com/SignUp* and create a new (free) account.

Software

You create a *Google Drawing* using a web browser.

Google's preferred web browser is *Google Chrome*, though other browsers seem to function quite happily with *Google Apps* too.
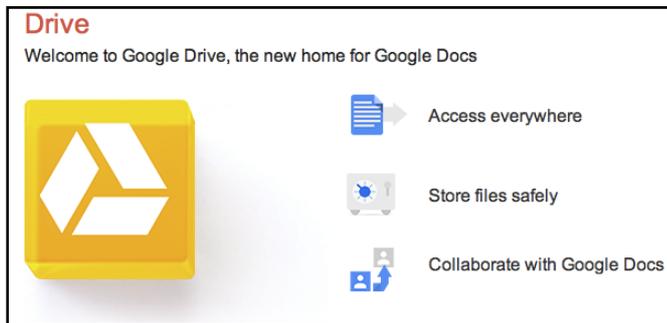
If you use an *iPad* you can install the *Google Drive* app to view *Drawings*, though (at this time) it is not possible to edit drawings on an *iPad*.

The examples shown in this document are created using a free Google account, however the processes described are similar with Google Apps.

• More K-12 technology and planning resources are available at wazmac.com

1. ***Create a Drawing***

1.1.   Open a web browser and go to *http://drive.google.com/*

Drive
Welcome to Google Drive, the new home for Google Docs

Access everywhere

Store files safely

Collaborate with Google Docs

1.2.   Sign in to your *Google* account.

Sign in   Google
Email
myusername
Password
••••••••

You may not need to do this if you are using a 'corporate' *Google Apps* account, and you are connecting through a corporate portal.

1.3.   You will now see your **Home** folder area.

Drive

CREATE

▸ My Drive

Shared with me

Starred

Recent

More ▾
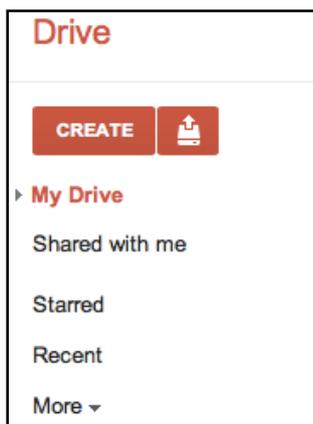
You may be prompted to **Download Google Drive**, which will install a small utility on your computer to sync files between your *Google Drive* folder and your computer.

Download Google Drive

You should only do this if you are the only person who uses the computer, as this will establish a permanent sync to your *Google Drive* folder.

1.4.   Click on the **Create** button on the left of the screen and choose **Drawing**.
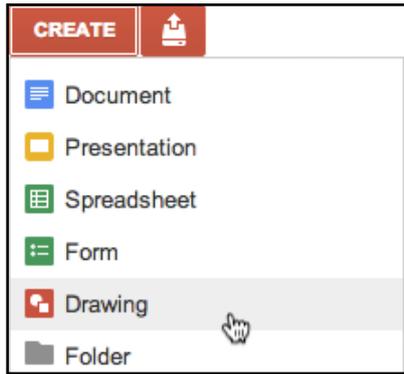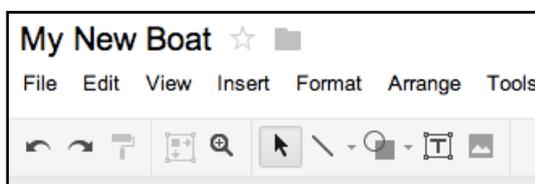
1.5.   You will be presented with a blank canvas.

1.6.   Click on the **Untitled drawing** heading at the top left of the screen, and give the drawing a name.

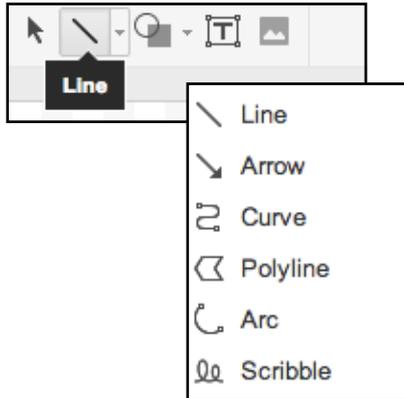Click the **OK** button to save the name change.
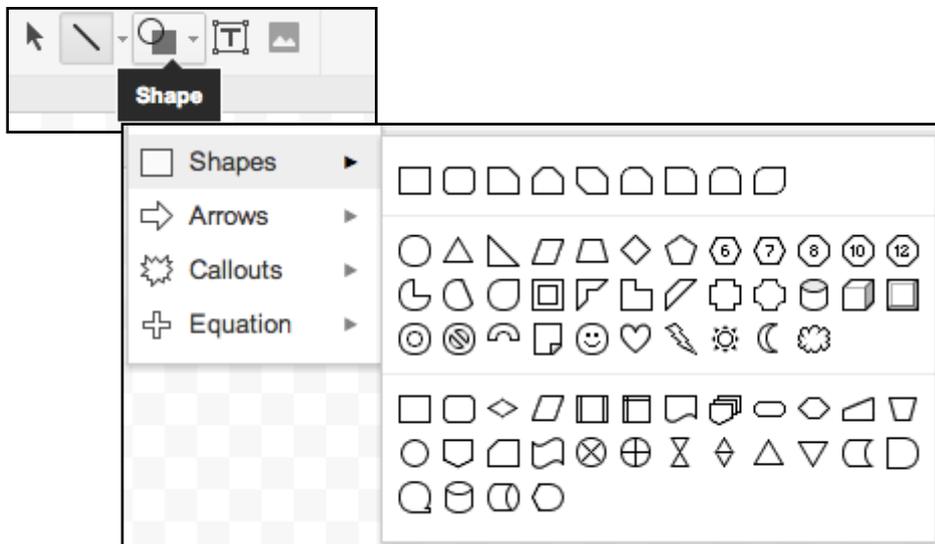
2. **Explore your toolbox**

The *Google Drawing* environment provides a wide range of shape creation tools.

Click on the **Line** and **Shape** tools to gain an overview of the tools available. Generally these tools' icons are self-explanatory.

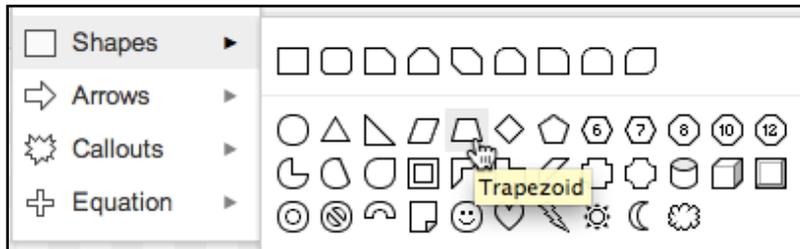2.1.   *Line Tools*

2.2.   *Shape Tools*

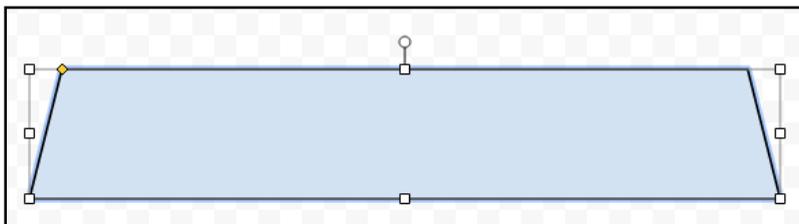The **Arrow**, **Callout**, and **Equation** menus provide still more options.

3. **Making a Drawing**

   We will draw a small yacht to explore some of the options available...
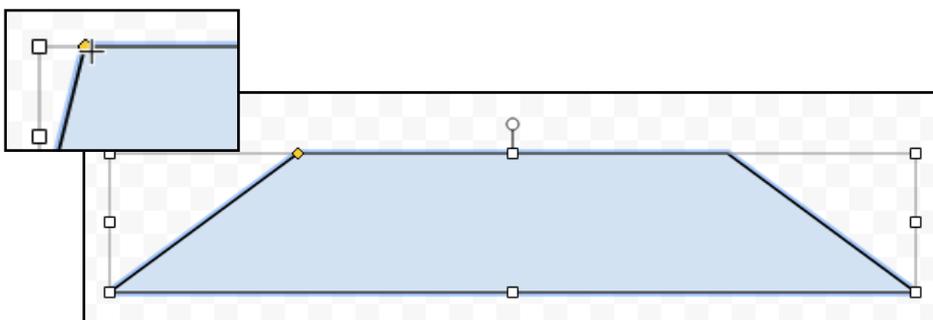
   3.1. Click on **Shapes** > **Trapezoid**.
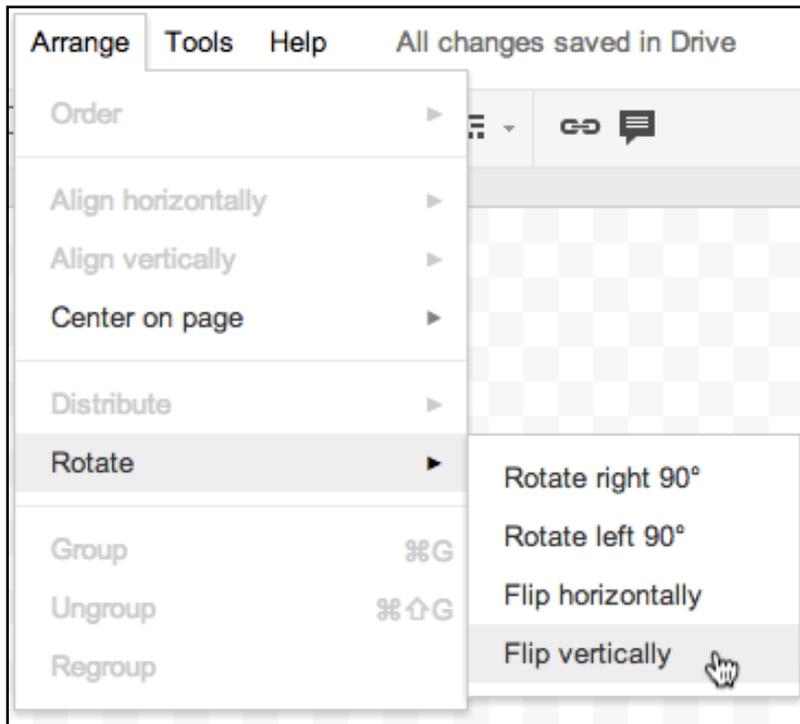

   3.2. Click and drag to draw a Trapezoid.

   3.3. The angle of the sides of the trapezoid can be adjusted by clicking and dragging the small yellow handle in the top left corner of the shape.
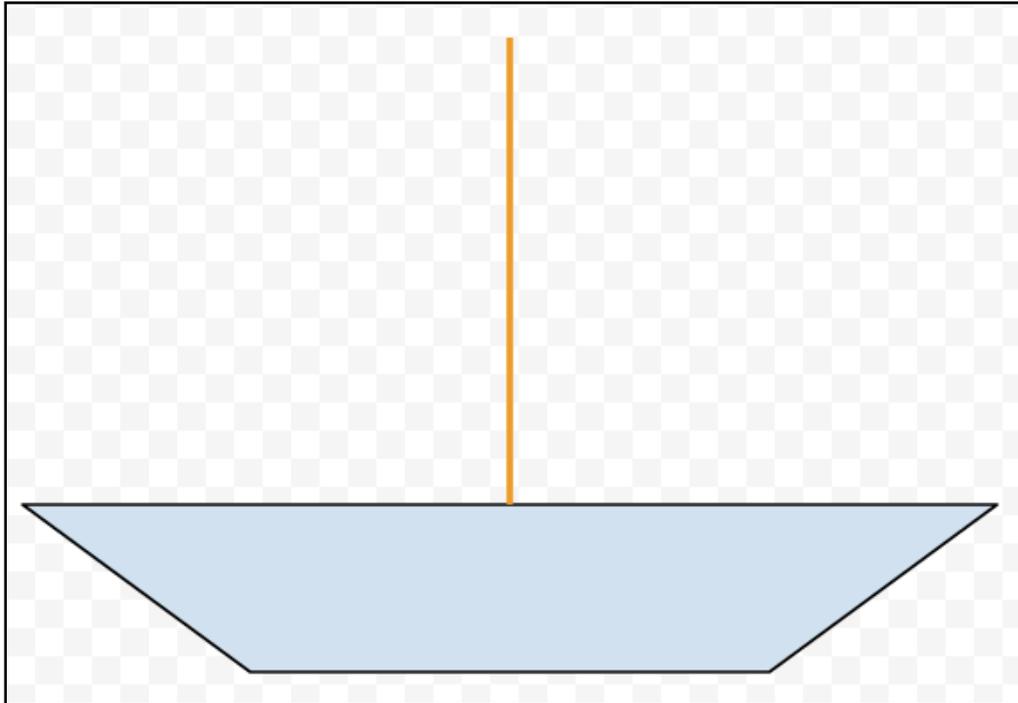
3.4.   With your newly-drawn trapezoid selected (this will display the small white handles at the corners), click on the **Arrange** menu > **Rotate** > **Flip vertically**.
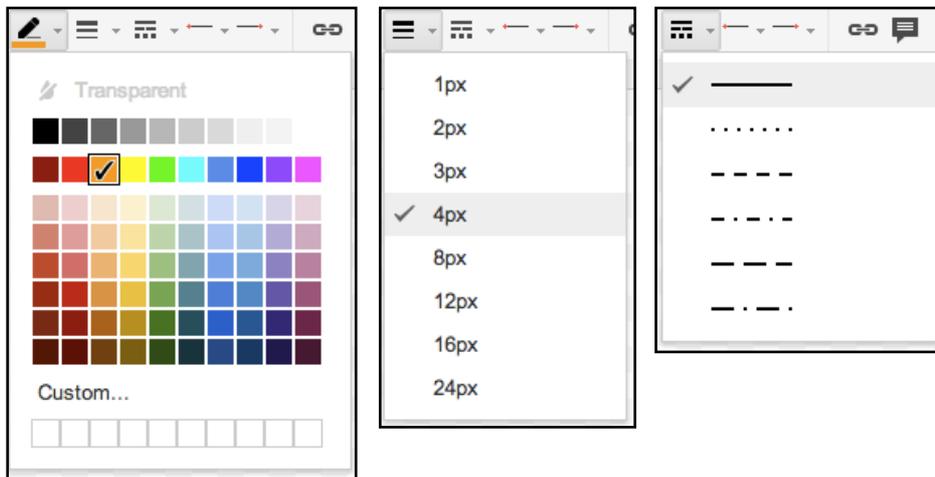

3.5.   The hull of your yacht will now be the right way up!
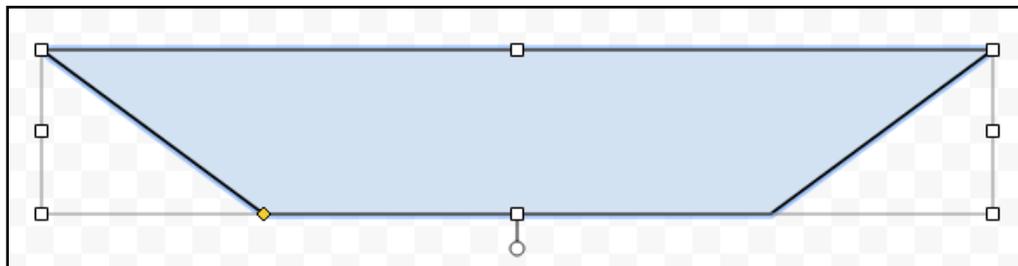
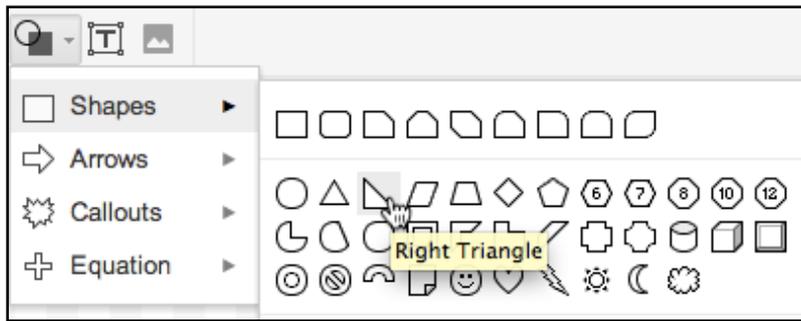3.6. Use the **Line** tool to draw a mast.

3.7. With a line (ie, your mast) selected, a number of other options become
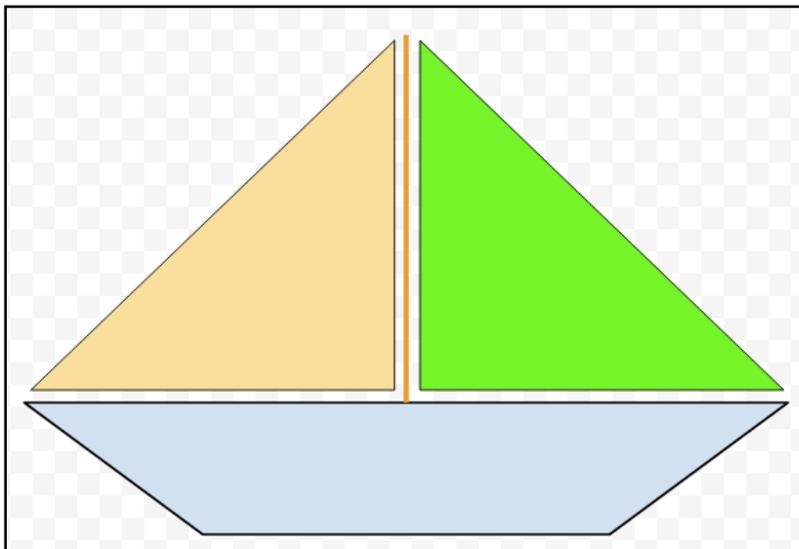available in the toolbar.

3.8. From the menus above, choose a suitable colour and line thickness for the
mast of your yacht.

3.9. Now, to add some sails to our yacht, select the **Right Triangle** shape from the **Shapes** menu.

3.10. Add two sails, flipping one of the **Right Triangle** shapes horizontally. (Alternatively, you can **Duplicate** the first sail you draw - **Edit** > **Duplicate** - rather than drawing a new sail.)
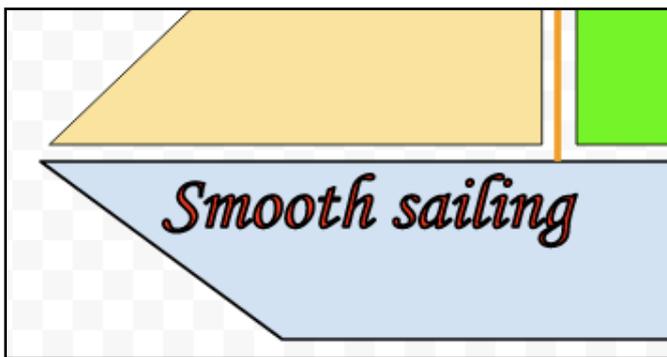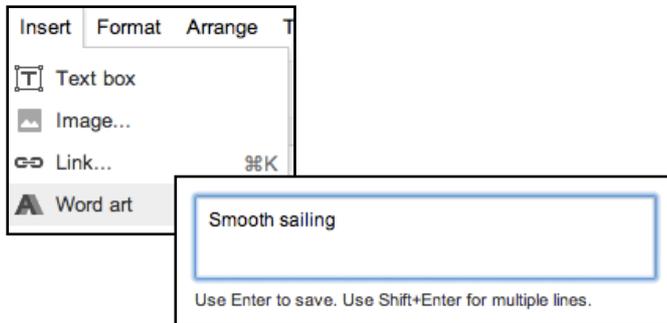

With a shape selected, there are some additional options available in the toolbar.
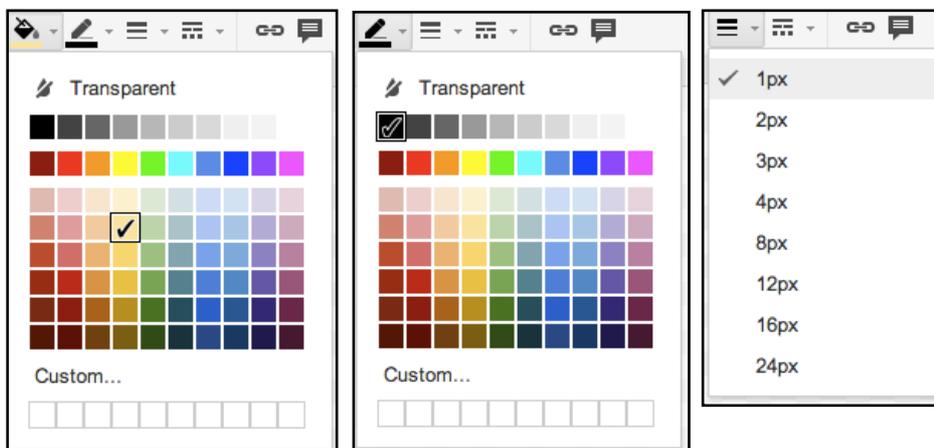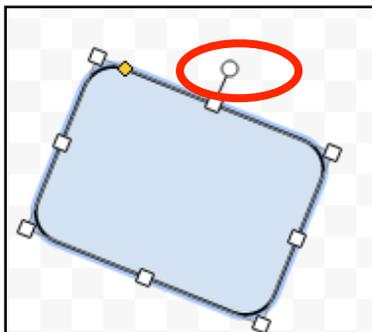
4. Other options

4.1. *Word Art*

We can add not only plain text, but also stylised text to our drawing.

4.2. *Rotating Objects*

All objects, including text and word art, can be rotated using the handle protruding from the top of the object.

5. **Adding images to your Drawing**

As discussed in a previous document in this series about *Google Apps*, you cannot copy and paste an image directly into a *Google Drawing*, since these drawings are really web pages.

Images stored on your computer must be *uploaded* to the presentation.
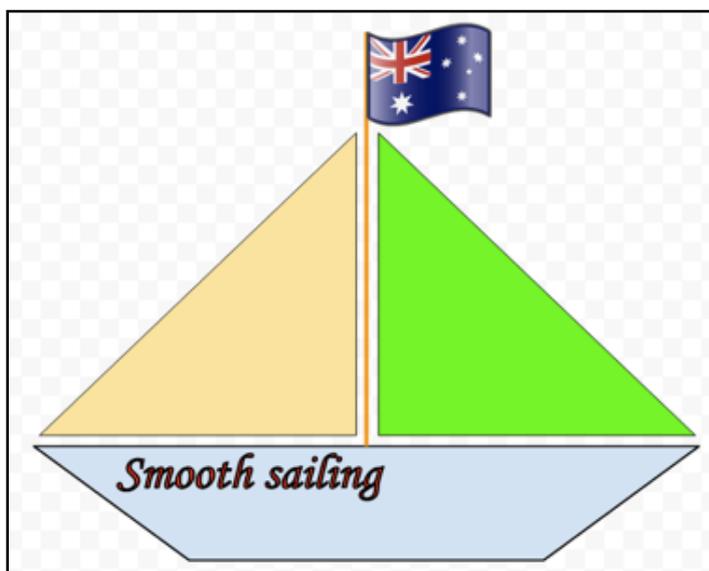
5.1.   Click on the **Insert** menu, and choose **Image...**.
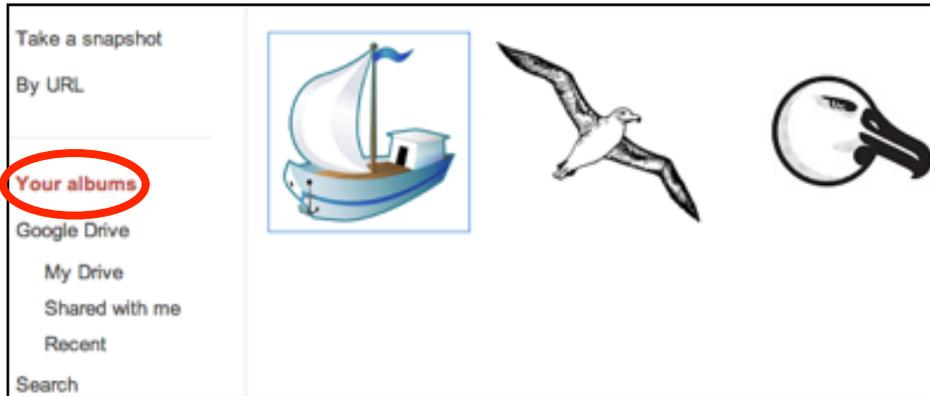

5.2.   Drag an image from your computer to the uploading window.
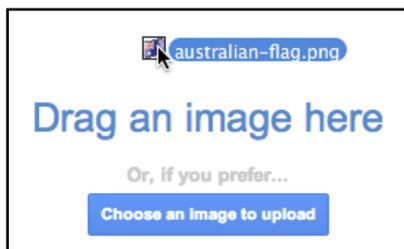
5.3.   The chosen image will now be inserted onto your canvas. Drag the image to a suitable location within your drawing.
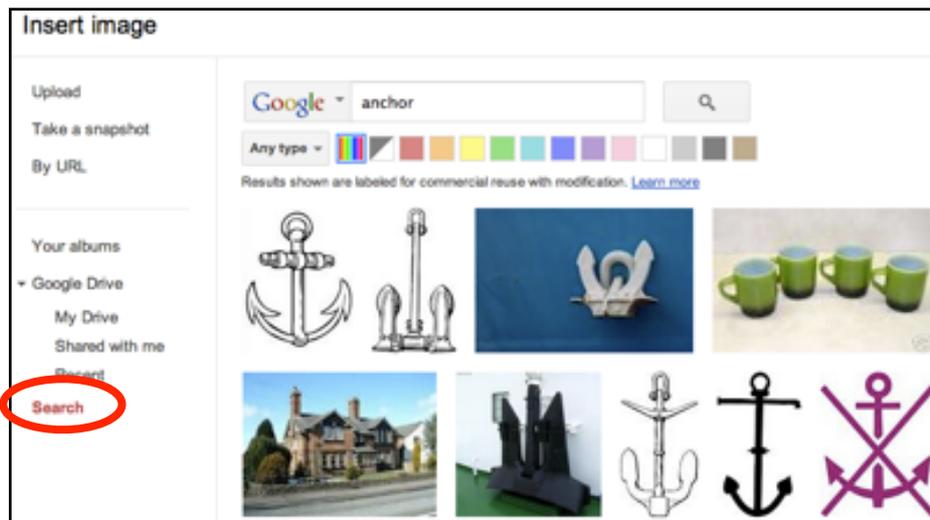
5.4. You can also insert images directly from your *Picasa* web albums

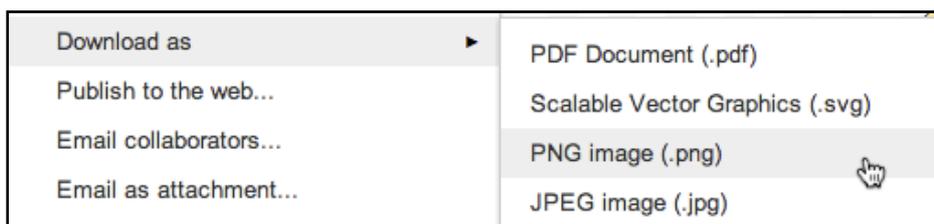You can pre-prepare *Picasaweb* albums with images for a particular project.

5.5. The **Insert** > **Image** > **Search** option will take you directly to the *Google* search facility - though you must keep copyright provisions in mind!

6. **Saving a drawing to your local hard disk**

6.1. Click on the **File** menu, then choose **Download as**. You can download your drawing as a PDF, SVG, PNG, or JPG file.

7. **Sharing your drawing**

   One of the advantages of using an online drawing system is that you can make drawings available to others. This is particularly useful for collaborative projects, or for online classroom resources.
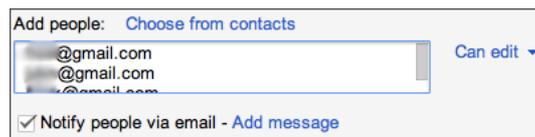
   Another document in this series provides more detail about sharing Google Docs.

   7.1.   *Collaborating*

           7.1.1.   With the drawing open, click on the **Share** button at the top right of the window.

           7.1.2.   Add the email addresses of other *Google* users with whom you wish to collaborate on the drawing. You can add people from your *Google Contacts*.


           7.1.3.   Using the **Can edit** pop-up menu to the right of the email address field, you can choose what level of access those people have to the shared drawing. You can also assign rights individually after you have shared the document.

   7.2.   *Sharing with a wider audience*

           7.2.1.   Rather than simply sharing with collaborators, you can publish your drawing directly to the web, or email it to colleagues.

                    Go to the **File** menu and choose **Publish to the web...**.
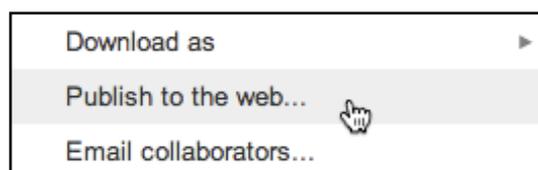
7.2.2. You will be asked to confirm your actions.

7.2.3. You will now be presented with a window displaying a direct link address, an embed code, and an image size option.

Note: You can view your Google drawing on an iPad using the web sharing option, or using the Drive app. It is currently not possible to edit a Google drawing on an iPad.