

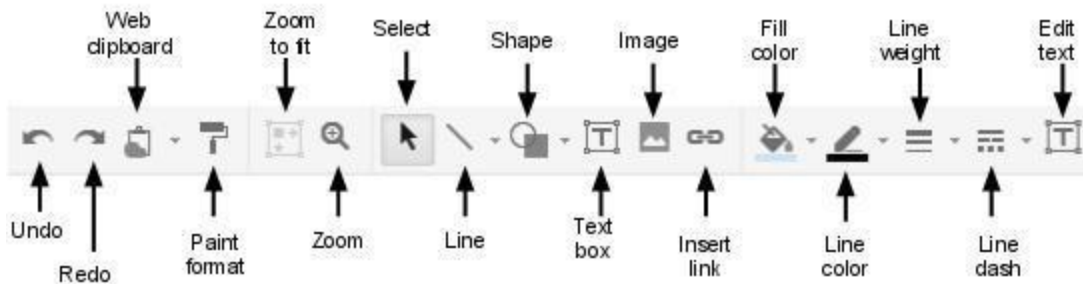


Google Drawing FAQs

What is the Google Drawing app best used for?

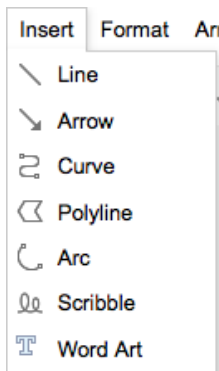
- diagrams
- flowcharts
- venn diagrams
- poetry
- signs

What do the tools in the toolbar do?



How can I add WordArt?

1. Under “Insert,” choose “WordArt.”

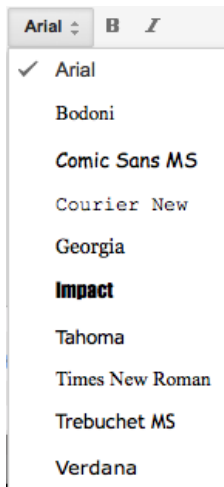


2. Type in your words and press “Enter” on your keyboard to make it appear in your drawing. If you want your text to appear on more than one line, press Shift+Enter after each line.



Use Enter to save. Use Shift+Enter for multiple lines.

3. When your WordArt is selected, there are some additional choices in the toolbar.



You can select from the above fonts, bold and italic.

4. Go to the corner of the WordArt and drag to make it smaller or larger.

How do I make a link to a website?

1. Write the name of the website.
2. Highlight the website name.

BrainPOP

3. Click on the link button in the toolbar. It is located to the right of image button with a mountain on it.



4. In a new tab, go to the website. Highlight the URL (website address) and copy it.
5. Back on your document tab, paste the URL (website address) into the white box.

Edit Link

Text to display

Link to

Web address [Test this link](#)

Email address

Bookmark

6. Click OK.

How do I insert a picture?

1. Click in the document where you want the picture to go. It is often helpful to press return or enter so that you are on a new line.
2. Click on the image button in the toolbar. It is located to the right of the link button.

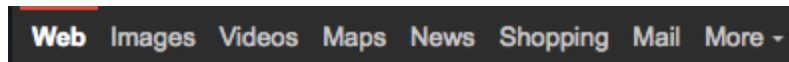


3. You will get four choices for getting an image:
 - **Upload:** choose an image on your hard drive
 - **URL:** copy and paste a website address
 - **Google Image Search:** limited to royalty-free images but a good option for younger students because the choices are more limited

- **Picasa Web Albums:** only useful if you use Picasa to store pictures

Insert image

4. **Upload:** Click on the “Browse” button and navigate through your hard drive to find the picture file. Click on the file name and choose “Open.” It will appear in your document.
5. **URL:** In a new tab, go to www.google.com and click on “Images” in the upper left hand corner.



Enter your keywords and click “Search Images.” There are a number of choices on the left hand side if you use the scroll bar. Think about narrowing your search by:

Any size

- Large
- Medium
- Icon
- Larger than...
- Exactly...

Any color

- Full color
- Black and white



Any type

- Face
- Photo
- Clip art
- Line drawing

Size: Choosing large is helpful if you need a background image.

Color: Choosing a color narrows the choices. Black and white is helpful if you need to be able to photocopy it.

Type: Choosing Clip art is helpful if you want a cartoon-style image. Line drawing is helpful if you need to be able to photocopy it.

You can make selections in every category if you want.

After you find your picture, click on the image and then on the right hand side, click on “Full size image” so that your image is on a page all by itself. It is very important to get it on a page all by itself.



[Website for this image](#)

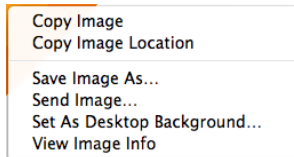
Free **Pencil** Clipart
clipartpal.com

[Full-size image](#)

390 × 390 (Same size), 17KB

[More sizes](#)

Right click on the image and choose “Copy Image Location.”



Go back to your document tab and paste in the URL (website address).

Click the “Select” button.

6. **Google Image Search:** Type your keywords in the box and click the magnifying glass.

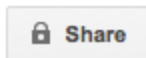


You can narrow your search using the “types” and colors. Click on an image and then click on the “Select” button.

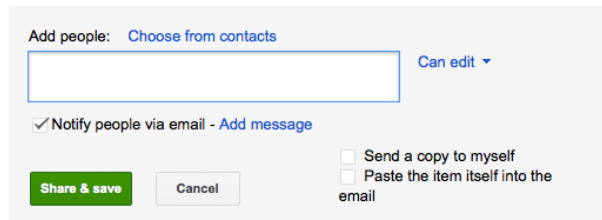
7. If you click on the picture and move your mouse over any corner, you can make it smaller or larger.

How do I share a document?

1. In the upper right hand corner of your screen, look for the “Share” button and click on it.



2. Under “Add people,” start to enter the person’s name and you will be able to select the person from the list that comes up. Keep adding names as needed. You can also use “Choose from contacts.”



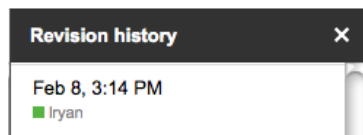
3. Choose “Can edit” or “Can view” from the pop-down list.
“Can edit” means you are allowing those people to change the document. Use this if you are collaborating on a document.
“Can view” means you are only allowing people to look at the document. Use this if you don’t want changes made. You should also use “can view” if your document is a template and you want people to make their own copy that they can edit.
4. Click on “Add message” to send a message to people. After you add a message, you may want

to put a check in the box next to “Send a copy to myself.” This is helpful so that you remember later what extra information you emailed.

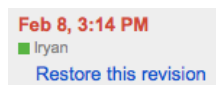
5. Click the “Share & save” button.

How do I see what each person contributed to a document?

1. Revision history allows you to see what each collaborator contributed to a document in a color-coded format.
2. Under “File,” choose “See revision history.”
3. On the right hand side, the Revision history will appear with colors next to each person’s name.



4. Scroll down and starting at the bottom of the list, click on any username and his/her contribution will appear in the same color that’s next to their name.
5. Moving up the list, you can see what each person contributed and the date and time that it was contributed.
6. There is also an option to “Restore this version.” Use this if someone accidentally deleted important information and you want to go back to before it was deleted. ***Important***: Anything added since then will not be in the restored version.



7. To hide the Revision history, click on the **X** next to Revision history.

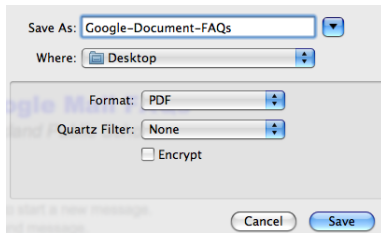
How do I make a copy of a document and rename it?

1. Making a copy of a document is useful if you want to make changes to a document but still keep the original intact.
2. Under “File,” choose “Make a copy.”
3. Click OK.
4. In the upper right hand corner, click on the name of the file that now has “Copy of...” in the file name.
5. Enter a new name and click OK.

How do I download my file as a PDF or JPG?

1. The PDF format can be read by most computers and smart phones. It is the most widely used format for document files for this reason. If you want to post a document on your website or email it to someone who doesn’t have a Rockland Google account so that it can be printed easily, a PDF is the best format. If you want someone to be able to edit the document, you should share it instead.
2. The JPG format can be inserted as an image in almost any app/software. It is the most widely used format for image files for this reason. If you want to insert your drawing as an image in another Google app or on your website, a JPG is the best format. If you want someone to be able to edit the document, you should share it instead.
3. Under “File,” choose “Download as” and then “PDF” or “JPG.”
4. Click the “Open with...” button and then OK.

5. It will open up in Adobe Reader or Preview software.
6. Under that software's "File," choose "Save As."
7. Rename the file if necessary, next to "Where" choose "Desktop," and then "Save."



8. You are now able to locate the file on your desktop.

How do I print?

1. To print a Google document, you have to remember to *never* use the File—Print option next to Firefox, Internet Explorer or Safari. It seems strange, but you end up going to two different places to choose "File" and "Print."
2. Under "File," choose "Print."
3. Click the "Open with..." button and then OK.
4. It will open up in Adobe Reader or Preview software. Check that you like the way it will print.
5. Under that software's "File," choose "Print" (again).
6. Select a printer and click the "Print" button.

How can I get more help using Google Docs?

Look under "Help" in the menu.

