

Google Drawings

Google Drawings is a program that can be used to create drawings such as diagrams, mind maps, and flow charts.

Opening a New Drawing

To **open** a new **Google Drawing**, navigate to your Google Drive and **click** on **New**.

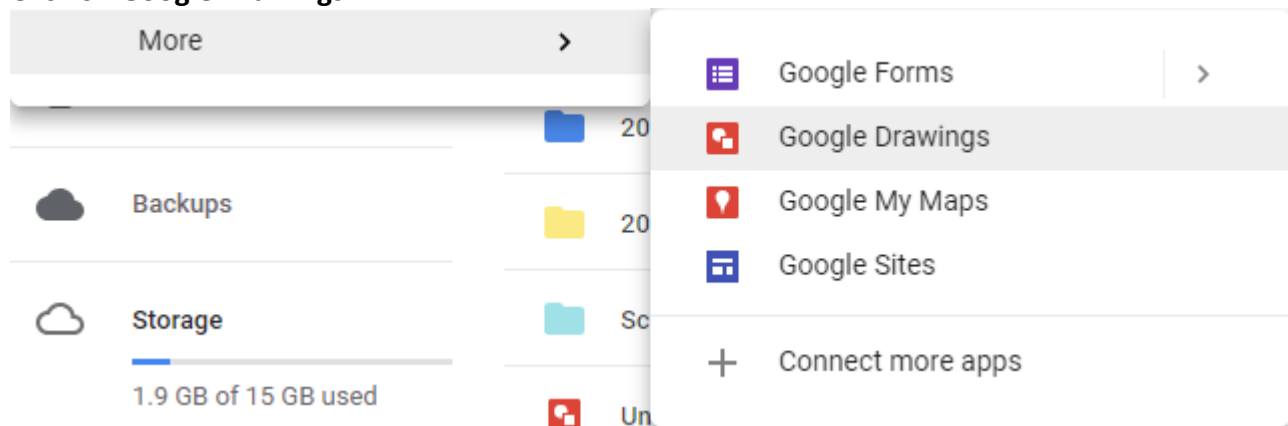


- ▶ My Drive
- ▶ Computers
- Shared with me
- Recent
- Starred
- Trash

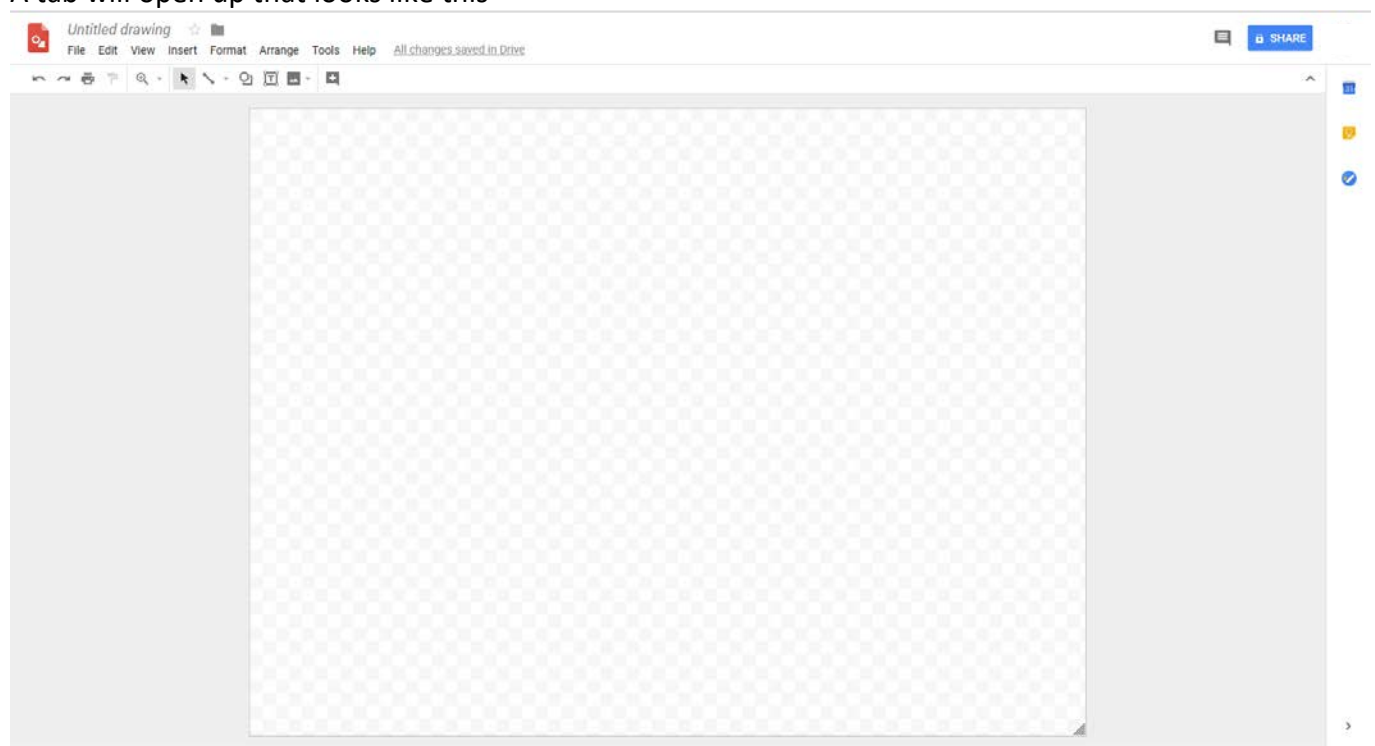
Click on More

- Folder
- File upload
- Folder upload
- Google Docs >
- Google Sheets >
- Google Slides >
- More >

Click on **Google Drawings**.



A tab will open up that looks like this

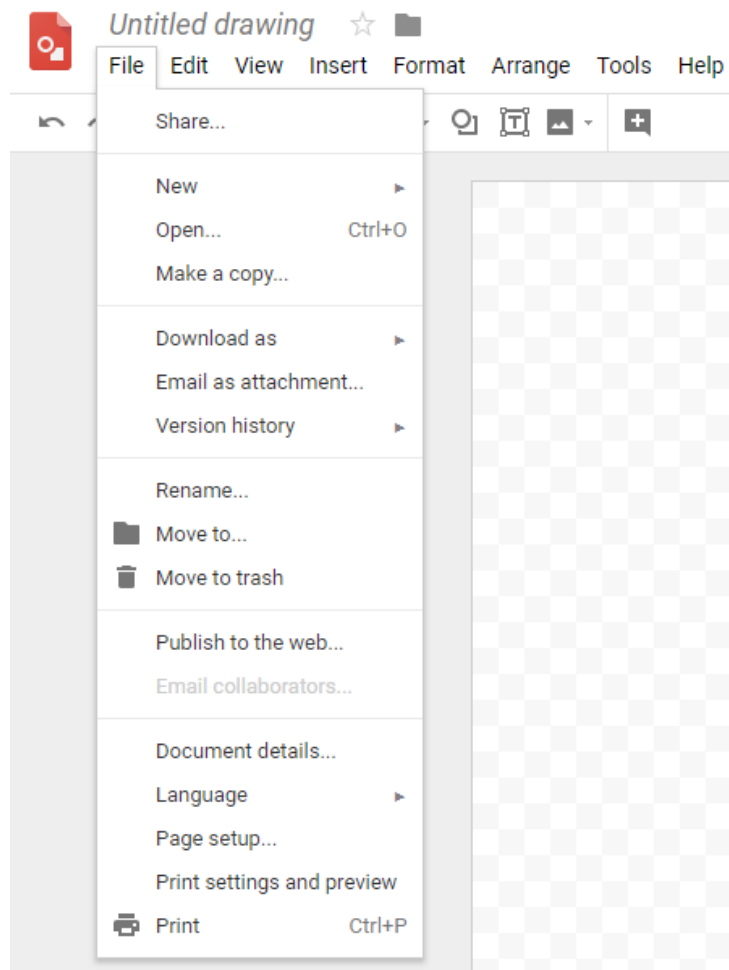


Customising your Drawing

At the top of the sheet, there is a quick access toolbar with tools such as print, zoom, line, shape, text box, and image.



There are also more tools and features that can be accessed from the menus located above the toolbar.

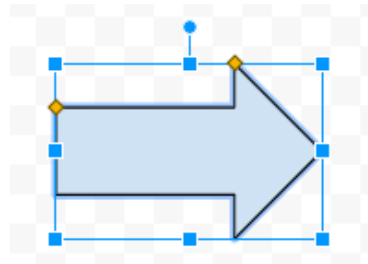
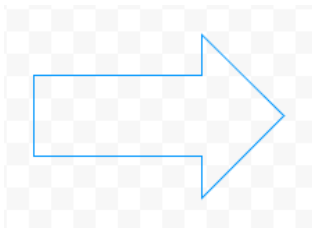


Creating your Drawing

You can begin to create a drawing by inserting lines, shapes, text boxes, and images. For example, if you wanted to insert an arrow shape, **click on Shape << Arrows << Select an arrow design**



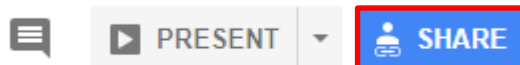
A crosshairs symbol (+) will appear. **Click** on where in the grid page you wish to insert the arrow. **Drag** out until the arrow is the size that you prefer, and then **release**



Sharing


As Google Drawings are stored in your Google Drive, you can share them with others so that they can access them.

Click on the **Share** button



From there, you can either enter the email addresses of those that you want to share the drawing with.

Share with others

Get shareable link 


People

Done

Advanced

Or you **click** on **Get Shareable Link** and copy a shareable link to send to them. You can also choose whether the people with the link can **view, comment, or edit** using the dropdown menu.

Share with others

Get shareable link 

Link sharing on [Learn more](#)

Anyone with the link can view ▾

Copy link

<https://docs.google.com/document/d/1AGZM0Pk8jPq8qnRTENQ6Ya2x8PE6AG6F0>

People

Done

Advanced

If you **click** on advanced, this menu will appear, where you can change the privacy of the document and adjust the owner settings.


Sharing settings


Link to share (only accessible by collaborators)

<https://docs.google.com/document/d/1AGZM0Pk8jPq8gnRTENQ6Ya2x8PE6AG6F0G>


Share link via:    

Who has access

 Private - Only you can access [Change...](#)

 (you)
@gmail.com Is owner

Invite people:

Enter names or email addresses... 

Owner settings [Learn more](#)

Prevent editors from changing access and adding new people

Disable options to download, print, and copy for commenters and viewers

[Done](#)

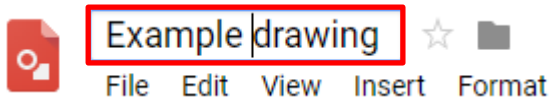
Naming and Moving

Naming

Click on the current name of the document



Type in the name you wish to change it to



Click out of the box to complete the change.

Moving

Click the file icon next to the drawing name.

This will bring up a list of your folders in your Google Drive.

Click on the one you wish to move it to and **click** on **move**.

