

Creating a Drawing

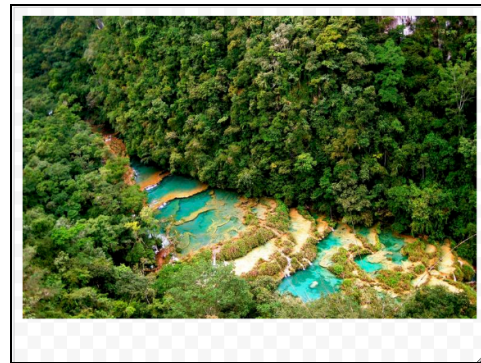
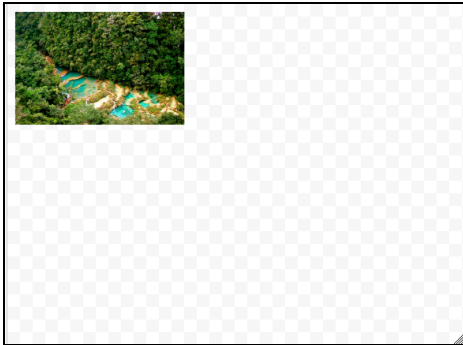
BACKGROUNDS

Resizing an image:

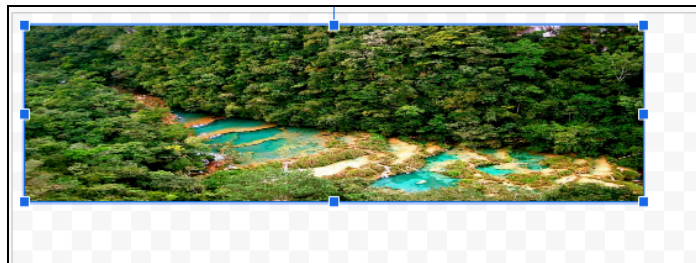
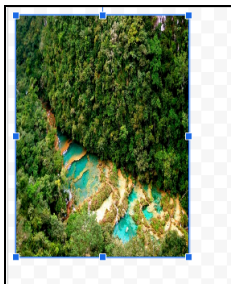
Image Backgrounds

Drag from the corners

Drag your image into drawing

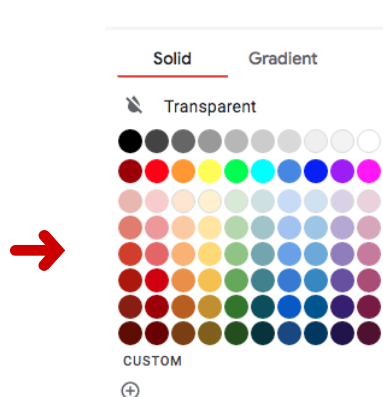
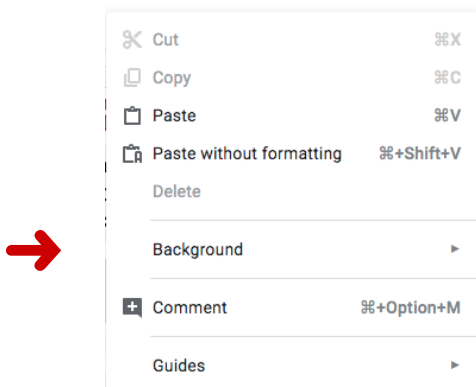


NOT from the middles

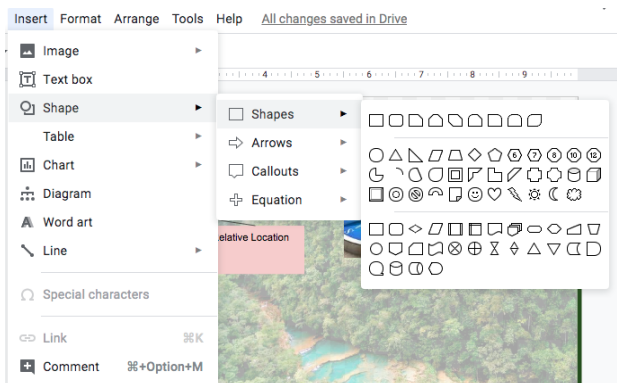


Solid Color Backgrounds

- 2 Finger Click
 - Click(only 1 time) inside the drawing



- Background made with a shape
 - Insert a square into your drawing
 - Resize to the shape of your page
 - Fill with color



CROPPING AN IMAGE

- double click on the image

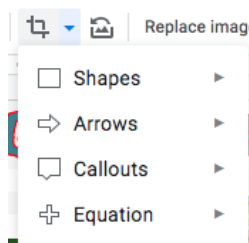
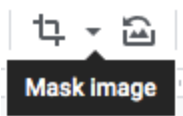


- The black box appears around the image
- Drag until it is the size you need

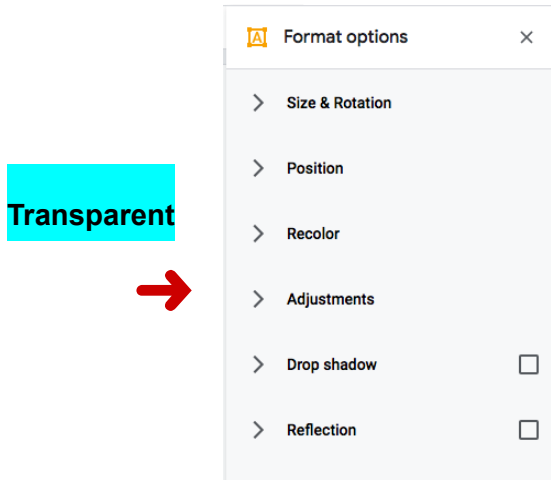
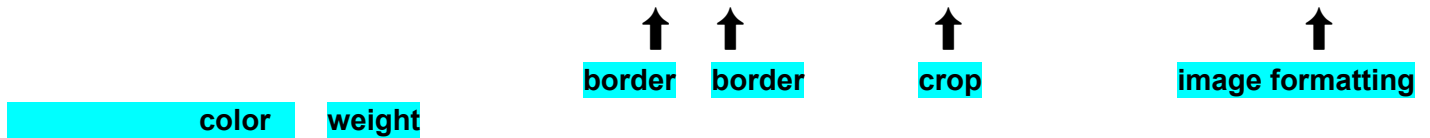
- Choose the crop icon  to select what you want to crop

MASK an Image

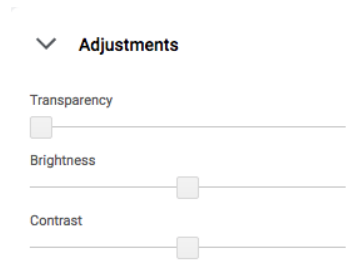
Choose what shape you want to mask your image. Keep in mind, I have to be able to recognize the image.



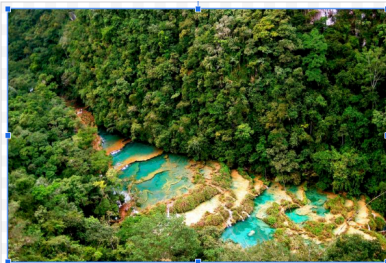
FORMATTING AN IMAGE



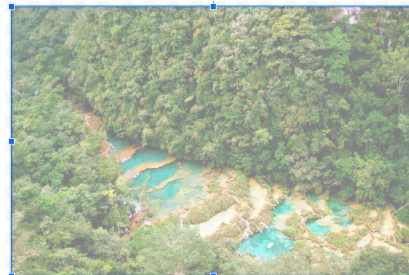
Transparent



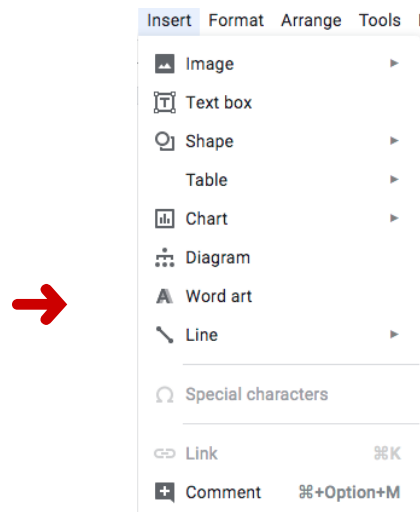
Original Image



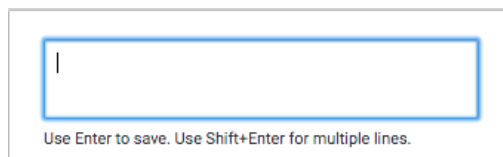
Transparent Image



WORD ART



Multiple Lines: Shift + Enter



Change the color, font, and line color.

FRAMES

Choose the color, width, and border dash to make a frame.



TEXT BOXES



- ↑ Choose the paint bucket to fill your text box.
- Make sure that you make your text box big enough to include all of the words.

Incorrect

Location
Provides a way of
locating places

Correct

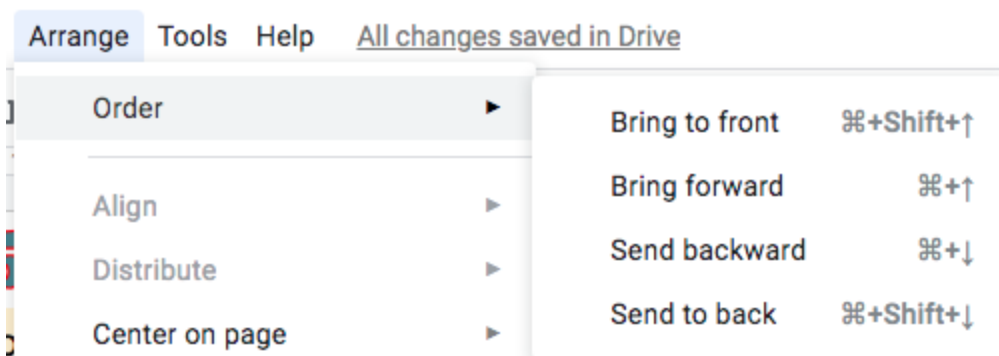
Location
Provides a way of
locating places

ARRANGE images

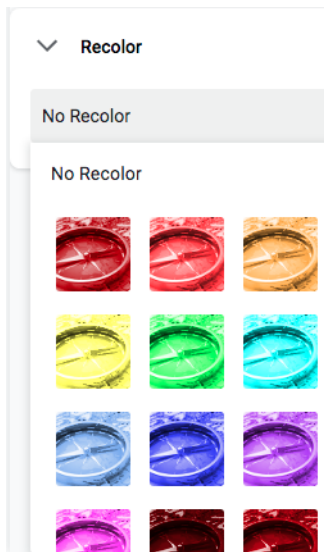
If image A is behind image B, but you want image B in front, click on image A

select “Arrange”

“Order”



RECOLOR A PHOTO



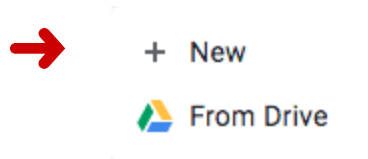
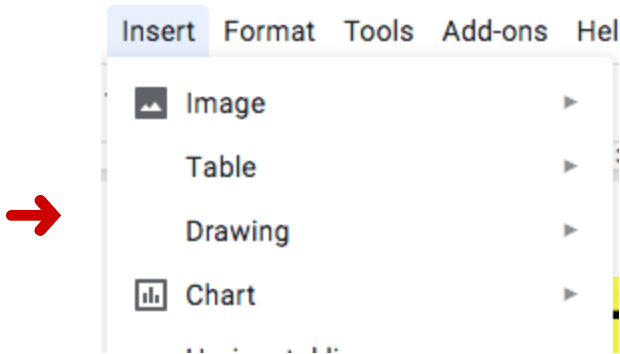
Original photo



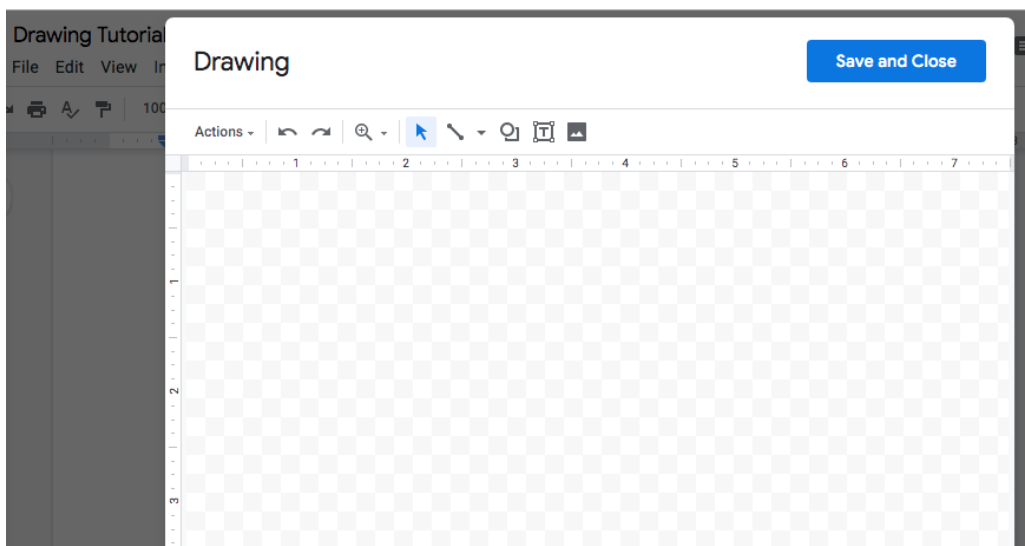
Recolored photo



INSERTING A DRAWING into DOCS



Choose New



Create a drawing as you normally would.

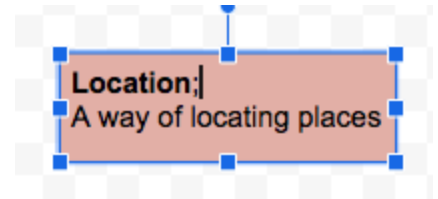
Save & close

Resize the drawing just like an image.

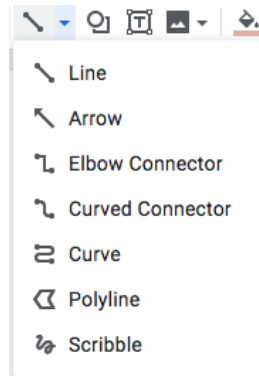
LINES

To connect two text boxes/images together with a line.....

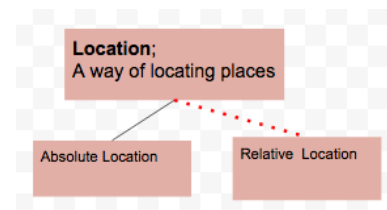
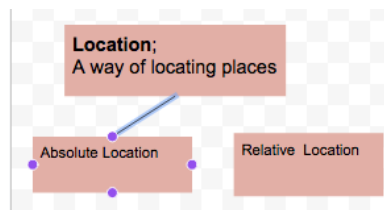
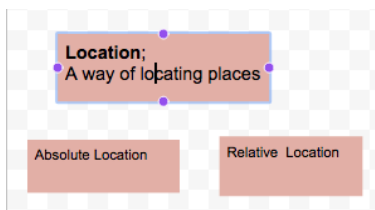
Choose the object you want to connect



Choose "Line" →



- Now when you drag your mouse over the object the blue dots turn purple.
- This indicates the places that you can connect lines to
- Drag your mouse from one purple dot to another



- you can change the color, weight, and border dash of the line