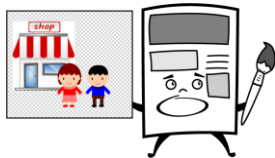# Assignment 9 Create Illustrations Using Drawings

To illustrate the story *The Unbelievable Trip to the Store,* you need to combine images together.

To create illustrations in Google Docs you must insert a Google Drawings canvas onto the page. By using the Google Drawings program, you will gain access to additional tools and features.
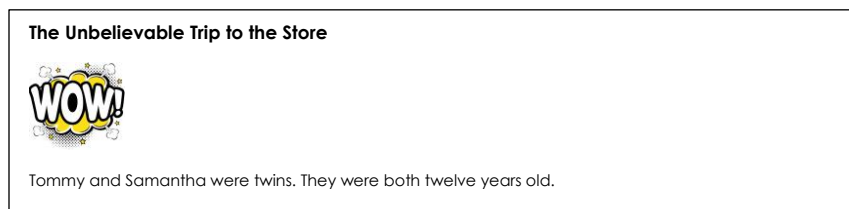
Follow the instructions to learn how to open a Google Drawings canvas, insert pictures, adjust object order, group objects, and change text wrapping.

What do those terms mean?

- *Object Order* stacks objects over top of one another on layers to change their position.

- *Grouping* combines two objects together to create one large object.

- *Text Wrapping* is a setting that changes how words go around a picture.

Open the Storybook in Google Docs and View Page 3

1. ▷ Use your skills to open the file.
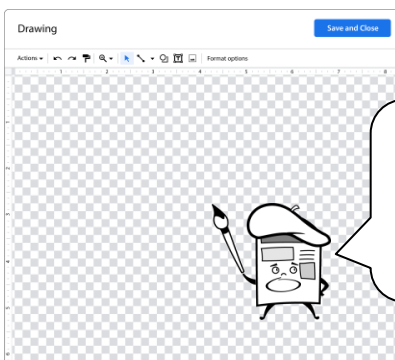
   ▷ Move to page 3 in the document.

   The Unbelievable Trip to the Store

   Tommy and Samantha were twins. They were both twelve years old.

Insert a Drawing Canvas

2. ▷ Place the cursor <u>below the title</u>.

   ▷ From the *Insert* menu select *Drawing*. 🖼 Choose *New*. ✚

The Drawing canvas has a checkerboard background. It is transparent.
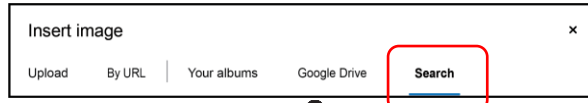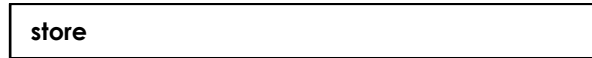
It will not show in the picture.

> When you plan to group two or more images together in Google Docs, use a Drawing canvas. It keeps the parts of your drawing together.
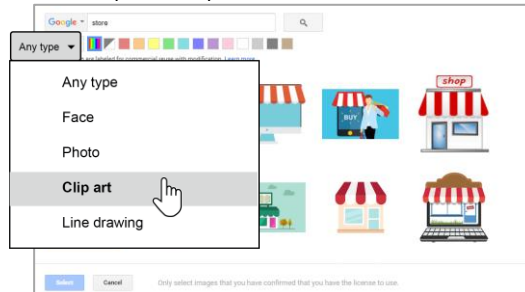
Insert a Store Picture

3.   ▷ Click *Image*. 🖼

   ▷ Select *Search*.

   Insert image   ✕

   Upload   By URL | Your albums   Google Drive   **Search**

   ▷ In the search box, type **store**. Click *Search*. 🔍

store

   ▷ Click the *Any type* arrow and pick *Clip art*.

   Any type
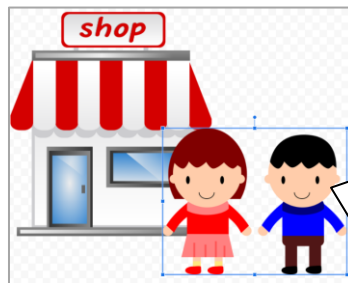   Face
   Photo
   Clip art
   Line drawing

   Drag the scroll bar to see more choices.

   ▷ Pick an image you like. Click *Select*.

   ▷ Resize the image to make it smaller. ⤢

Insert a Picture of a Girl or Boy

4.   ▷ Use your skills to insert an image of a **boy** or **girl** onto the Drawing canvas.

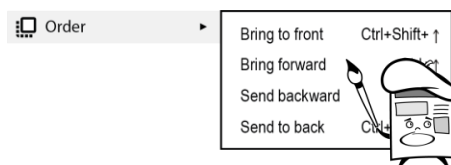   ▷ Place ✥ the picture over top of the store to create a scene.

   Did you change your mind?

   • Select the image.
   • Click `Replace image ▾`.
   • Search for a new image.

Change the Object Order of the Store and Person

You can move an image in front of another. This is called *object order*.

5.   ▷ Click on the store.

   ▷ Click *Actions*.

   ▷ Select *Order*. ▭ Choose *Bring to front*.

   ▷ With the store still selected, click *Actions* again. Point to *Order* and pick *Send to back*.

   Order   ▸

   Bring to front   Ctrl+Shift+↑
   Bring forward
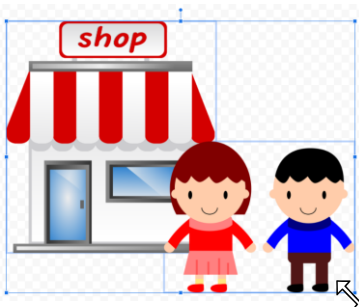   Send backward
   Send to back   Ctrl+

   You can also right click on an image to see *Order* options.

Group Pictures Together

You can put two or more images together to create one large picture. This is called *grouping*.
It is a good idea to group pictures because they can both be moved together to a new place.
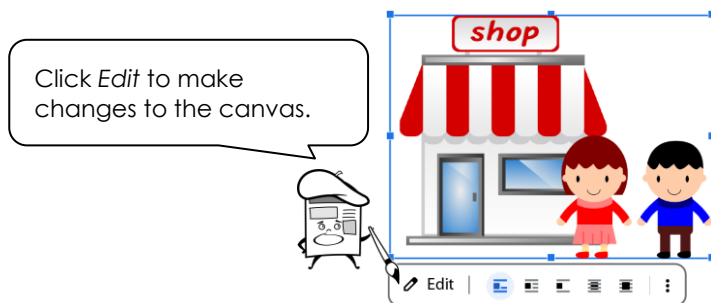
6. ▷ Click on the store. Hold the SHIFT key. [Shift]

   ▷ Click the boy and/or girl.

   ▷ Click *Actions* and pick *Group*. ▤

   ▷ Drag a corner handle ↖ to size both images at the same time.

   ▷ Drag the center of the image ✛ to move both images at the same time.

Save the Drawing Canvas to Insert the Image into Google Docs

7. ▷ Click *Save and Close*. [Save and Close]

   The grouped image is now added to the page as one image.
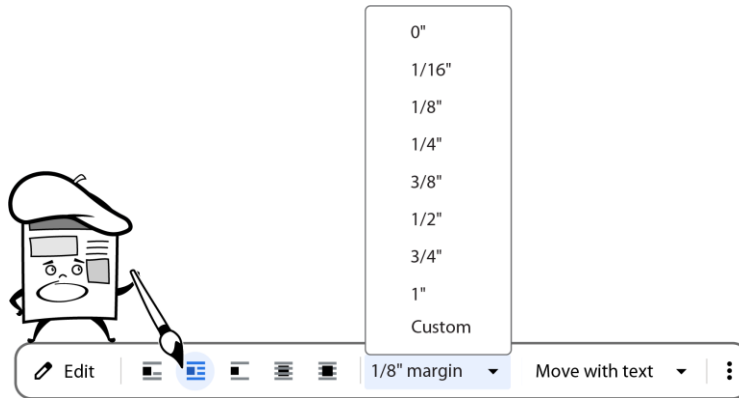
   ▷ Click on the grouped image to select it.

Click *Edit* to make changes to the canvas.

   ▷ Resize ⤢ the image to make it smaller.

The Unbelievable Trip to the Store

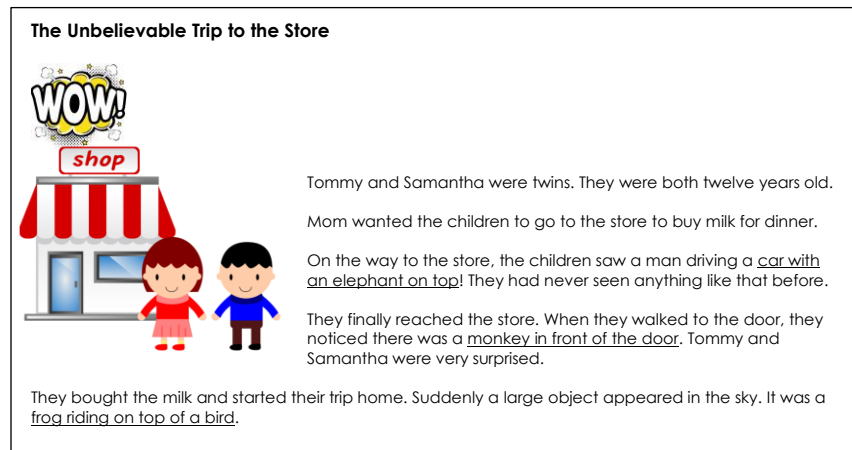Tommy and Samantha were twins. They were both twelve years old.

Set the Text Wrap

Text wrapping changes how words go around objects.

8. ▷ Select the grouped image.

▷ Select *Wrap text.* ⊞

▷ Click *Drawing margin*. Select an option from the list.

▷ Drag the image to the right or left side of the story.

Notice how the text moves around the image to adjust.

Add a Border to the Drawing canvas (Optional)

9. ▷ Apply your skills to add a border around the canvas:

✎ ▼	Border color	Apply a colored outline.
☰ ▼	Border weight	Set the thickness of the outline.
⋯ ▼	Border dash	Apply a dash style to the outline.

Close Google Docs