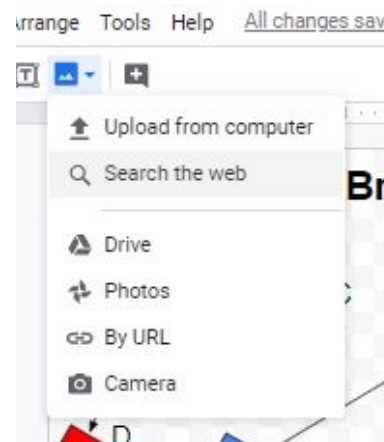# Google Drawing Basics

Go to **DRIVE** and click the +

Choose **GOOGLE DRAWING**

Use the **INSERT** menu or the click the **ICONS** on the toolbar to add shapes, lines, and text.
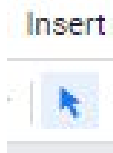
You can also add **IMAGES**.

Click the **IMAGE** icon and choose **SEARCH THE WEB.**

Enter a keyword in the search box.

Pick an image and then click **INSERT** at the bottom.

NOTE: If you have trouble moving objects around, click the ARROW and then click & drag on an object to move it.
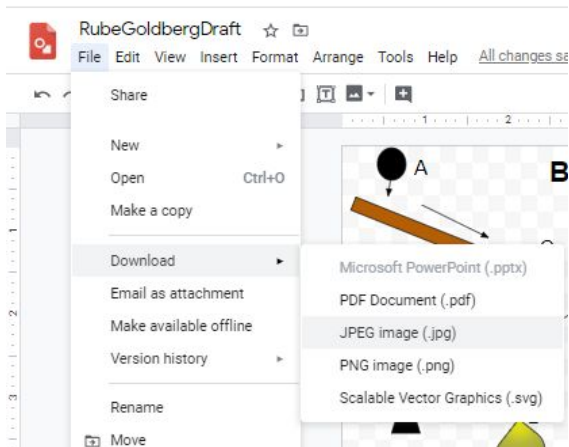
Use the **TEXT** button to add your steps and a list of the simple machines you used.

Use the lines in the bottom right-hand corner to make the canvas larger.

How to save your work ...

When you are done, go to **FILE**.

Choose **DOWNLOAD**.

Choose **JPEG** Image.

You will be able to insert the image from your Google Drive to turn it in on Google Classroom.