

Format your drawings

After inserting shapes, you can format them using the buttons in the toolbar. When you select a shape,



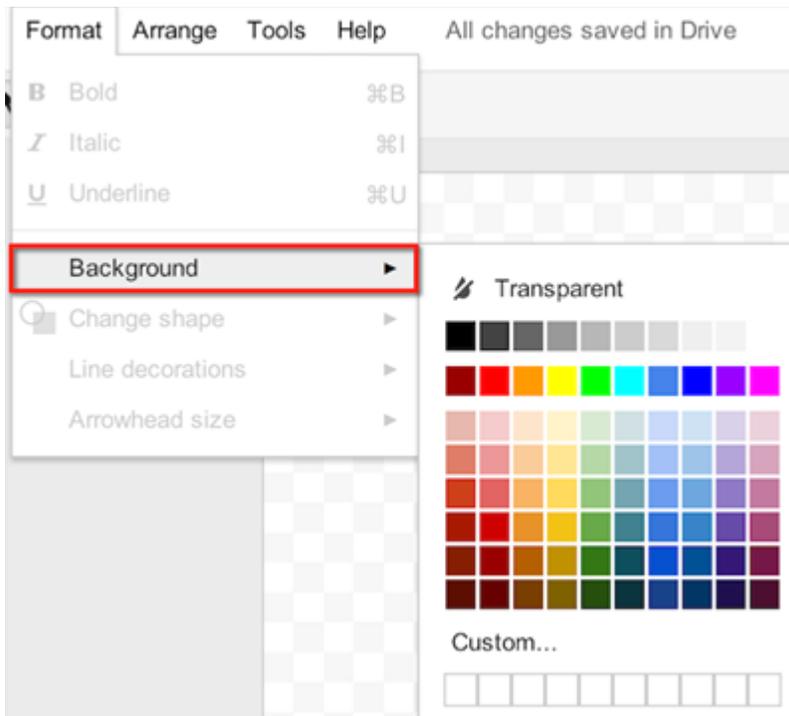
the Fill color, Line color, Line width, and Dashes buttons appear.

Here are some ways to format your drawings:

- Adjust the color of a shape: Select item you want to fill > the **Fill color** button 
- and choose the color you would like to use
- Increase or decrease transparency: Select the **Fill color** > **Custom color** and drag the opacity selector at the far right of the menu; dragging down increases an object's transparency, while dragging up decreases transparency



- Adjust the background color of your drawing: Without selecting an object, right-click your canvas > Select **Background** > Choose your color



- Change the color of a shape's border: Click the **Line color** button ; you can also change the thickness of a shape's border by clicking the **Line width** button 

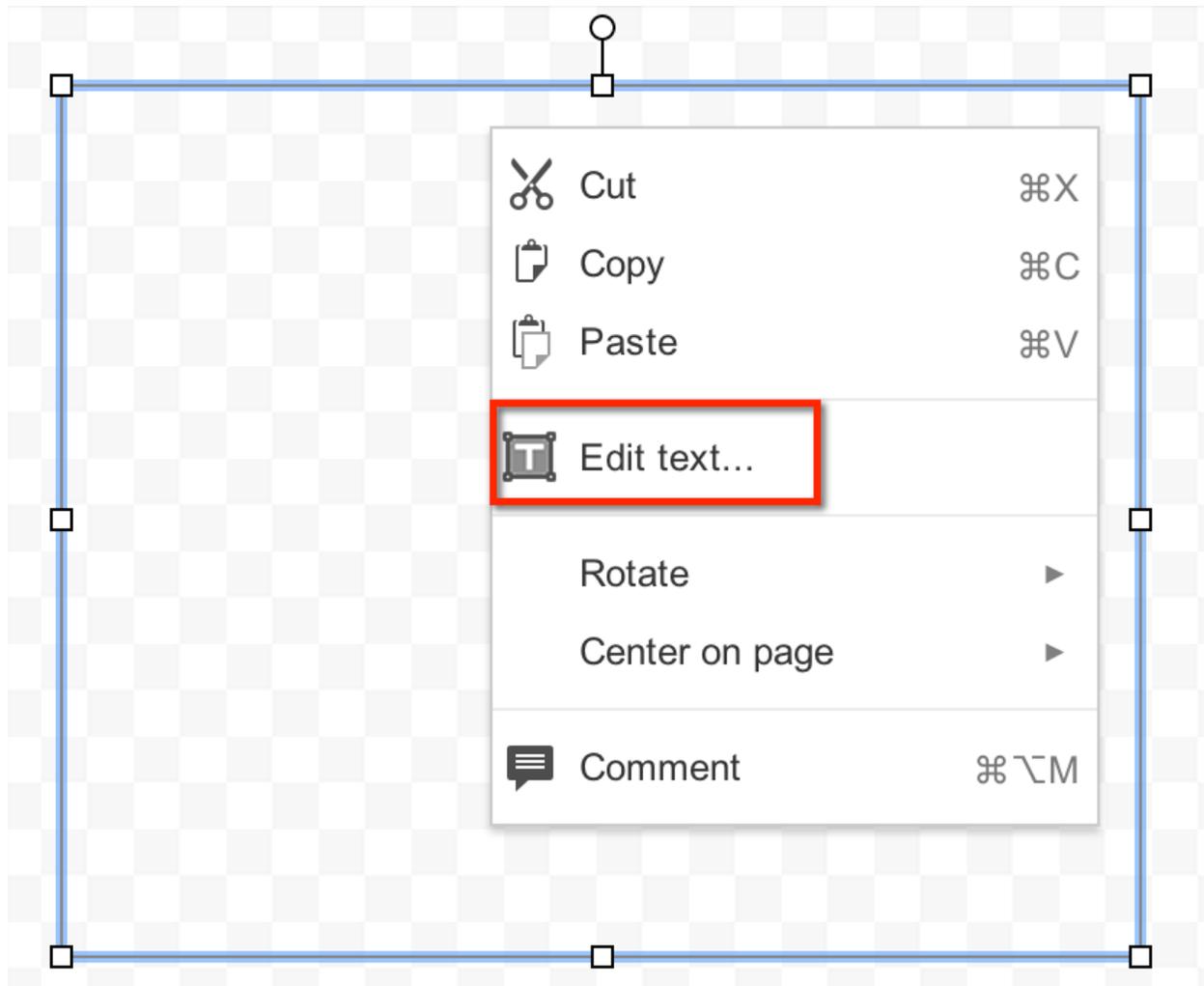
- Modify the style of a shape's border: Click the **Dashes** button  and select the style of border you would like; you can hide the border altogether by selecting **Line Color** and making the border **Transparent**

Using text in Drawings

There are three ways to insert text in your drawings: as a text box, or inside a shape, or as word art.

To insert text boxes:

1. Click the **Text box** button in the toolbar or select **Insert > Text box**.
2. Click in the canvas to create a default size text box, or drag the text box to resize it.
3. Type your text, press enter, and the text appears in the text box. You can modify the text by double-clicking the shape or by right-clicking and selecting **Edit text...**



You can format text boxes like you would any other shape. Check out more ideas [here](#).

To add text within shapes:

1. Double-click the shape or right-click it and select **Edit text...**

2. Type your text. Click outside the shape and the text appears in the shape. You can modify the text by double-clicking the shape or by right-clicking and selecting **Edit text...**

To add word art:

1. Click **Insert** and then select **Word Art**.
2. Type your text and press enter. Your word art will be added to the drawing canvas and you can format it like you would any other shape.

Note: To cancel your changes and you are typing your text, you can press the **Escape** key or just click the **X** in the corner of the text field. If you would like to create a new line of text, just press **Shift+ Enter**.

Format text in text boxes and shapes

When you select a text box or shape with text in it, the Bold, Italic, Text color, Align, and Font size toolbar items appear. You can apply these styles to the entire text within the shape.

Format word art

When you select a word art shape, the Bold, Italic, and Font toolbar items appear. You can apply these styles to the entire shape, as well as use the standard shape formatting options to set fill and border styles.



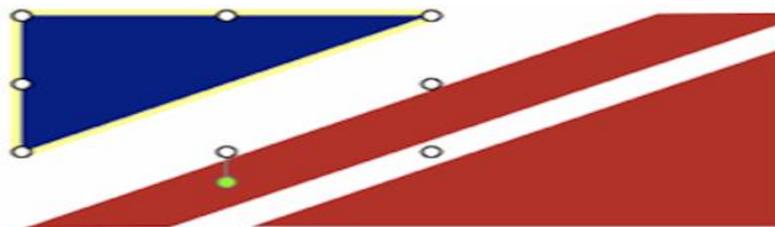
Change the size of your shape by resizing it directly, and keep in mind that pressing **Shift** while resizing will preserve the text's aspect ratio.

Paint format tool

Google Drawings lets you copy the formatting you have applied to specific object to another object using the Paint Format tool. With the Paint Format tool, you can copy a shape or object's background and line style. With a text box, you can use the Paint Format tool to replicate the text formatting. This is a useful feature that can be used to make sure text and objects in a lesson are formatted similarly.

To paint a format to a specific shape, line, or text box:

1. Select the source object from which you would like to copy the formatting.

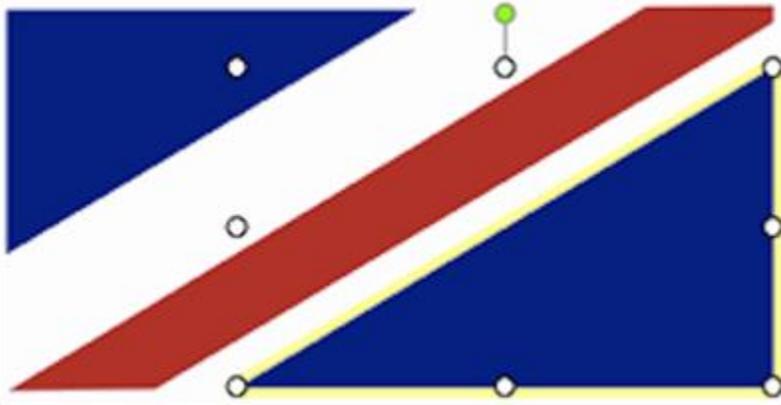


- 2.
3. Next, select the **Paint Format** icon from the Drawings toolbar. After you have pressed the icon button, your drawing will remain in Paint Format mode until you click the icon button again or finish copying over an object's formatting.



- 4.

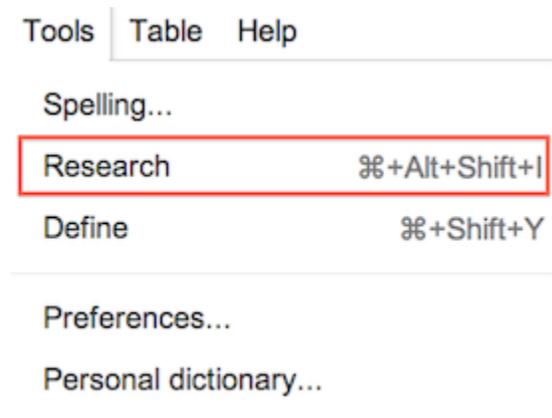
5. Last, select the target object, and notice the formatting adjust to match the source object.



6.

Use the Research tool in Google Drawings

The [Research tool](#) makes it easy to add information from the web to your documents and presentations.



To access the tool:

- Select the **Research** option from the **Tools** menu
- Use the keyboard shortcut(Ctrl + Cmd + I on Mac, Ctrl + Alt + I on PC)
- Right-click on a specific word and select **Research**