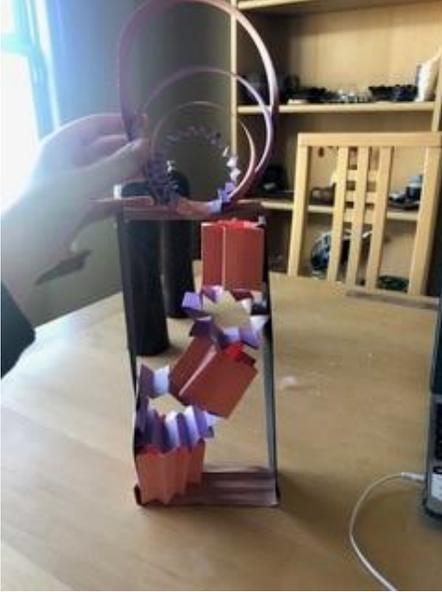


Towering Above Challenge Samples and Submittal Assistance Google Documents (Docs) Help

Sample Photos: *Photos Courtesy of UNM, Summer 2020 Tower Building Contest*



Picture Tips:

- 1.) Ensure there is space around the image you are trying to capture so that when inserted into template, part of the tower is not cut off.
- 2.) Ensure proper lighting and picture quality so the picture(s) can be viewed properly.
- 3.) Take multiple shots and save to your computer with distinct file names to help with inserting into template.

Opening the Google Doc File and Saving to Your Drive:

- 1.) Click on the link below or on the event website to go to the **Master File** for the correct category. This file is only available for view.
- 2.) Go to the **File** Menu and Click on **Make a Copy**.
- 3.) Change your **File Name** to your full name and school. Example: Anita Gonzales MESA Middle School.
- 4.) Also, Select the appropriate file to save to **your Google Drive**. You should now be able to edit the document in your Drive.

Google Doc Master File Links:

- 1.) Most Creative: <https://docs.google.com/document/d/1rxlj0Ubh2guZ-cekYrpWdFP4CvUziWCUpjC3WMxjc/edit?usp=sharing>
- 2.) School Spirit: https://docs.google.com/document/d/10yKjeRBfecFt3oRQ808Cld8j-dhX0_AIEIwBk_zFvfo/edit?usp=sharing
- 3.) Tallest Tower: https://docs.google.com/document/d/15buh7TNS6YWIppAcjbE2T_R3jSrIE1_xxXNNQm_mLJs/edit?usp=sharing
- 4.) Technical Design: https://docs.google.com/document/d/1Sde8yQ_9bqgy87ynre3qbhx5YwKT-WMRUbyCO6aZXcE/edit?usp=sharing

Saving a file (Your Submission Template) as PDF from Google Docs:

- 1.) **Rename** your Document at the top to your full name and school. Example: Anita Gonzales MESA Middle School. *You might have already done this step when opening the file.*
- 2.) Go to the **File** Menu and Click on **Download**.

- 3.) Click on the Arrow Menu and Download as **PDF**.
- 4.) The file should show up at the bottom of the screen or in **Downloads**.
- 5.) Open the file and save to your computer in a file location to upload.

Inserting a Regular Picture into the Submission Template in Google Docs:

- 1.) A blue square should be in the template as an image placeholder. Any pictures you want to add should already be saved in your computer documents or your Google Drive.
- 2.) Left click on the **Blue Square** It should highlight.
- 3.) Right click on the **Blue Square** and go to **Replace Image**.
- 4.) **Arrow** to the right location where your picture is saved at (**Upload from Computer or Drive**).
 - a. **From Computer:** Find the folder, **Select** the image, Click **Open**.
 - b. **From Drive:** Your photos should pop up, **Select** the image, Click **Replace**.
- 5.) Your picture should automatically load into the template.

Inserting a Picture WITH COMMENTS into the Submission Template in Google Docs:

- 1.) A blue square should be in the template as an image placeholder. Any pictures you want to add should already be saved in your computer documents or your Google Drive.
- 2.) Left click on the **Blue Square** It should highlight.
- 3.) With it highlighted, got to the **Insert** Menu and select **Drawing**. Arrow to **+New**.***
- 4.) The **Drawing Board** should appear. Click the **Image** icon (Square with Mountains).
- 5.) Insert your saved picture into the **Drawing Board**. Adjust the size as needed. Click on the board to unselect the image.
- 6.) Select the Shape icon (the circle and square). Go to Callouts and select your shape.
- 7.) Use the square grid to place the shape where you want and drag the shape to desired size. If needed adjust the **Pointer End** by dragging the yellow diamond to where you want to point to.
- 8.) Type the term/concept you want to label in the **Callout Shape**. Adjust/move the shape as needed.
- 9.) Repeat as needed until all items are labeled on the image. Select **Save and Close** in Upper Right of **Drawing Board**.
- 10.) Drawing should insert into your template. Adjust the size as needed to fit the given space by adjusting the corners of the shape.
- 11.) To edit the **Drawing**, Double-Click the image.

****This is the standard method. If you have an education version of Google Documents, it may have the Insert Shape function in your toolbar. If so, you will just edit a regular picture.*

Example:

