

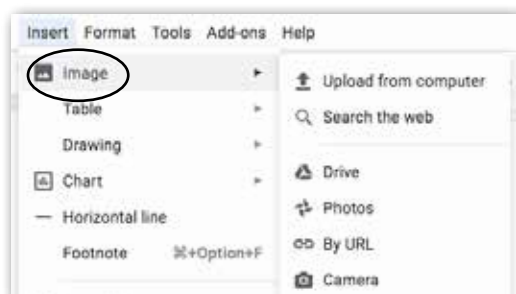
Google Docs

Adding Images to a Document

Step One: In the main toolbar select Insert and then Image.



Step Two: In the Image menu there are multiple options.



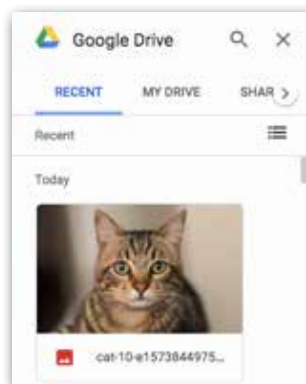
Upload from Computer:
Photos saved on your computer.



Search the web:
Free stock photos.



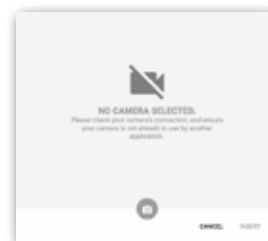
Drive/Photos:
Images saved in your Google Drive or
Google Photos account.



By URL:
Pull an image from a website



Camera:
Take a photo with device
camera (if available)



Step Three:

When you've found the image you wish to use select "insert".

Use the bounding box to quickly change the size of the image in the document. Hold down the shift key to retain proportions while resizing.

Select image options on the bottom menu for further adjustments like Size & rotation, color, and text wrapping.

