

Add and Edit Images to Google Doc



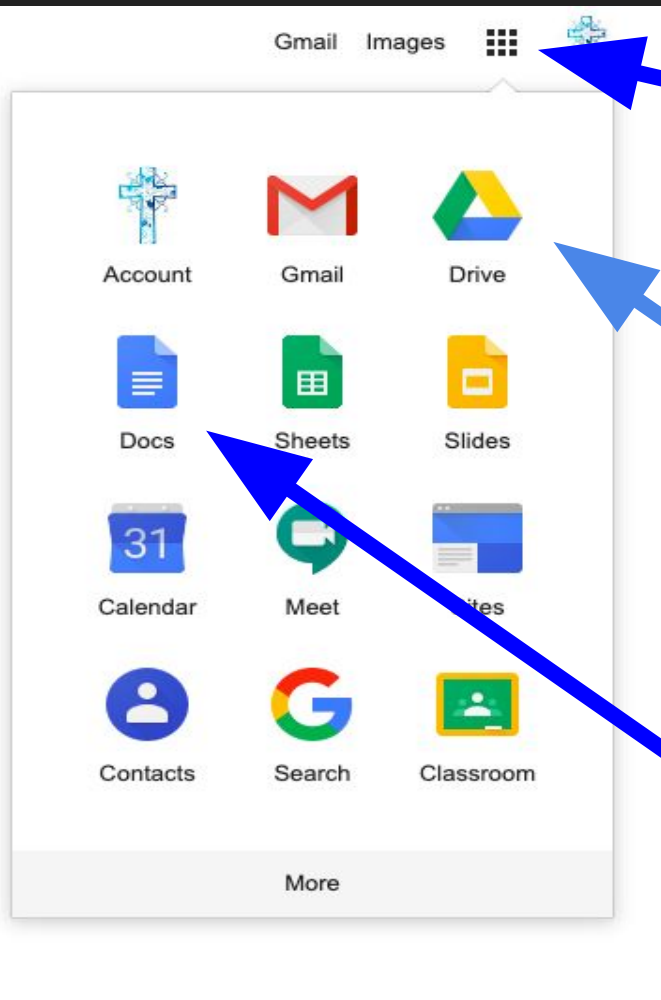
Google



Google Search

I'm Feeling Lucky

Sign into your Google Suite Account



Click on the matrix

Choose a document either through Google Drive

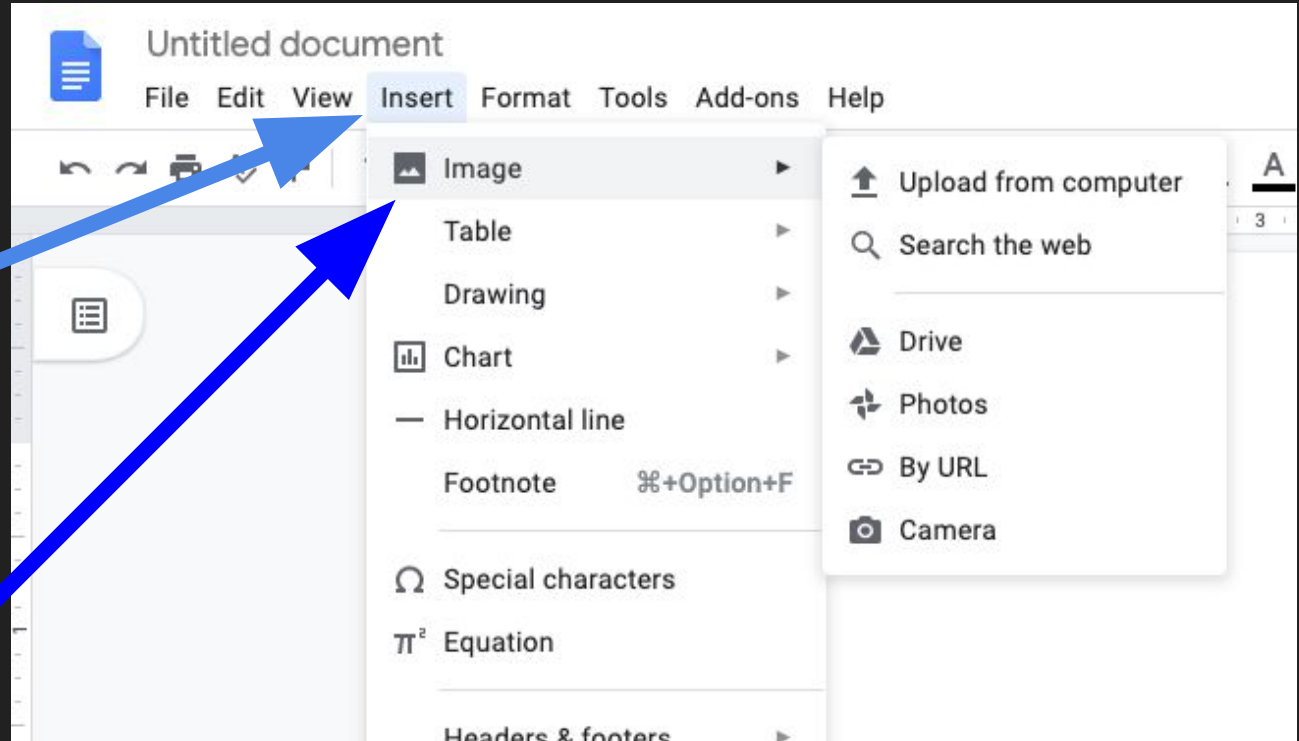
Or Google Docs

Google Docs provides 2 ways to access images to add to your document.

Option 1

Click "Insert"

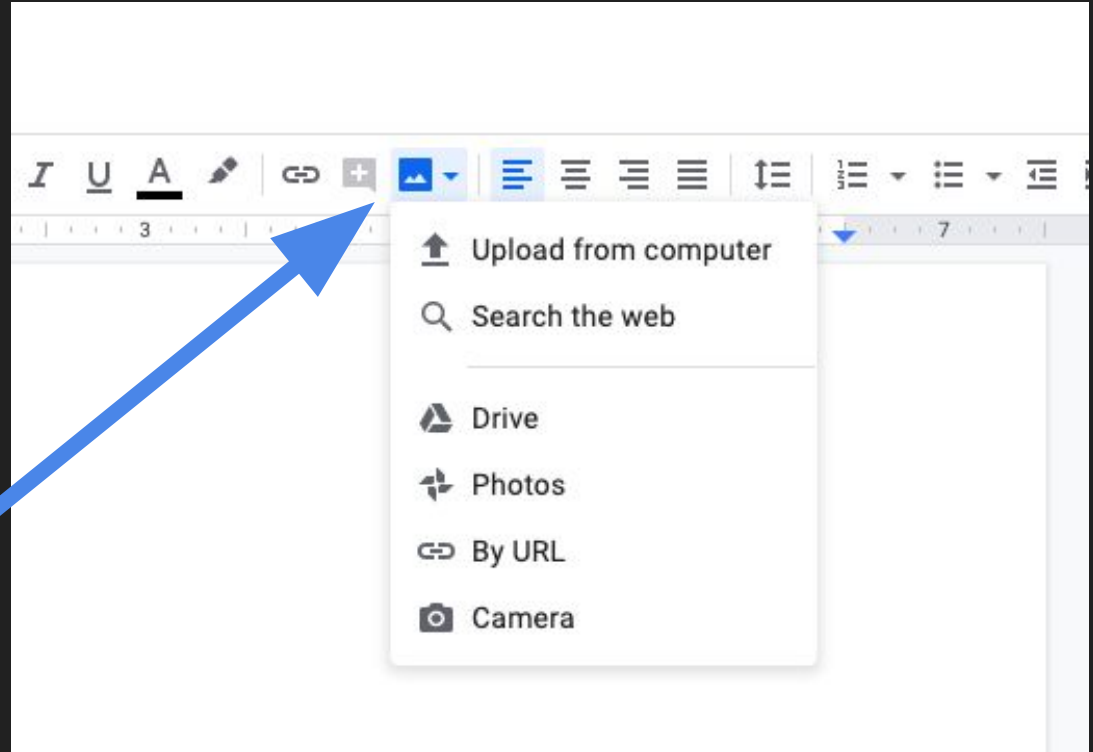
Click "Image"



Google Docs provides 2 ways to access images to add to your document.

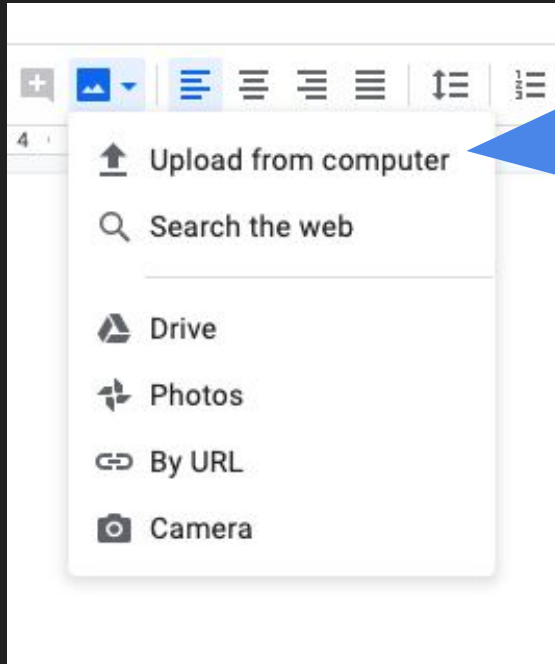
Option 2

Click the image icon in the toolbar



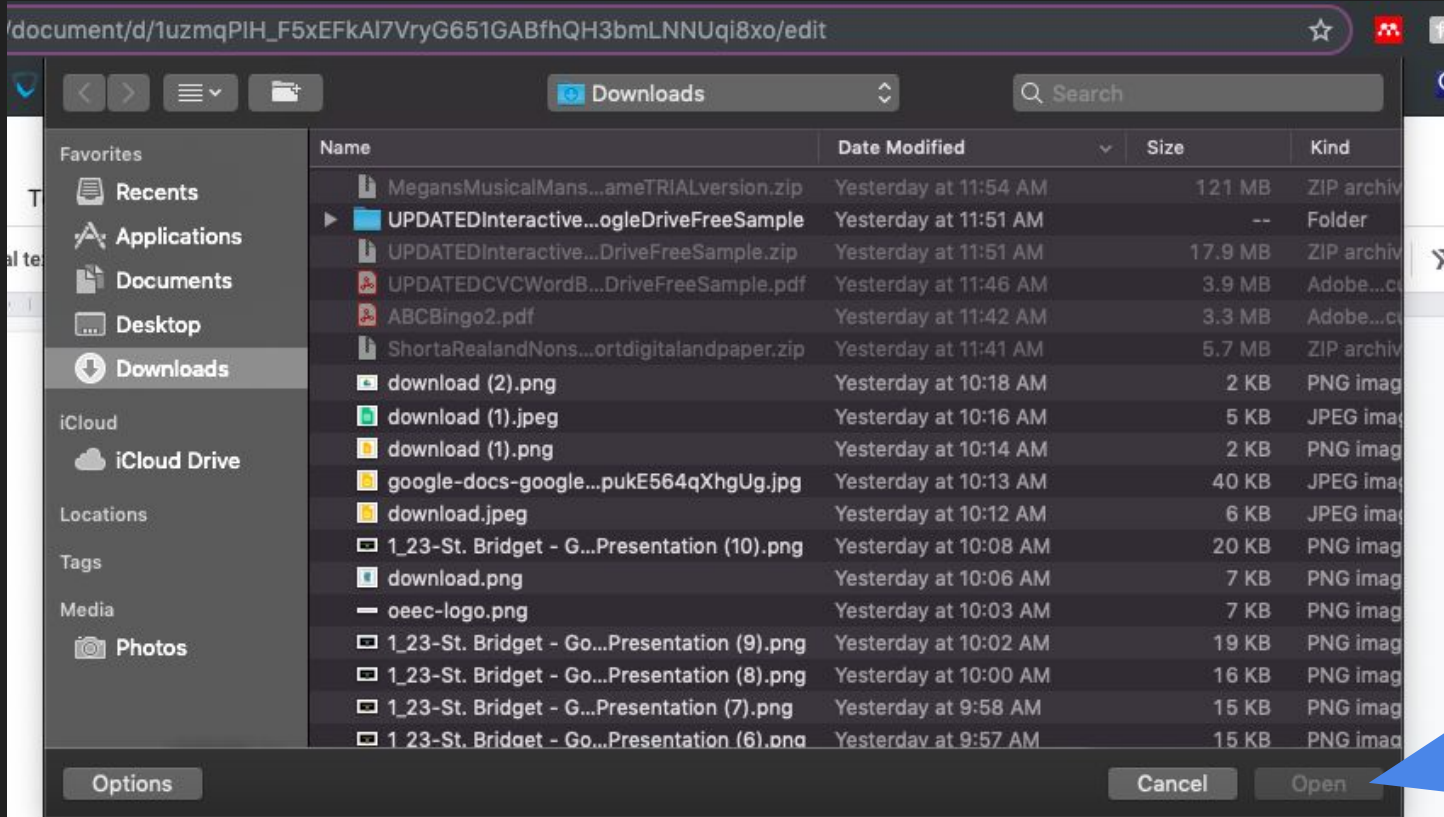
Both options will provide the same places to find your image.

Upload from the computer



This option will open a window on your screen that will allow you to chose a picture that you have downloaded to your computer or desktop to insert into your document.

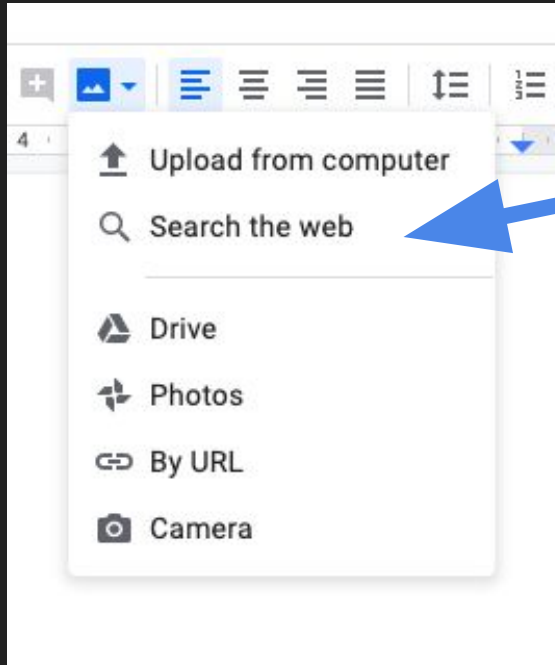
Upload from the computer



Select the image of your choosing

Click "Open"

Both options will provide the same places to find your image.



Search the web

This option will open a window to the right of your screen that will allow you to search Google for a picture.

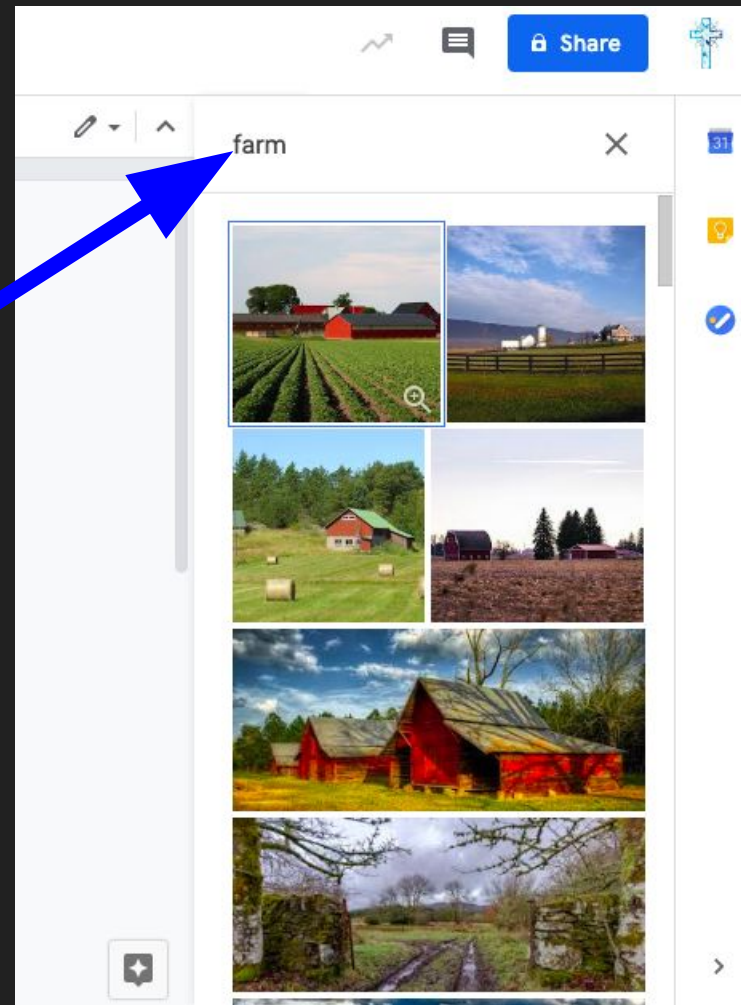
Search the web

Type the image you're searching.

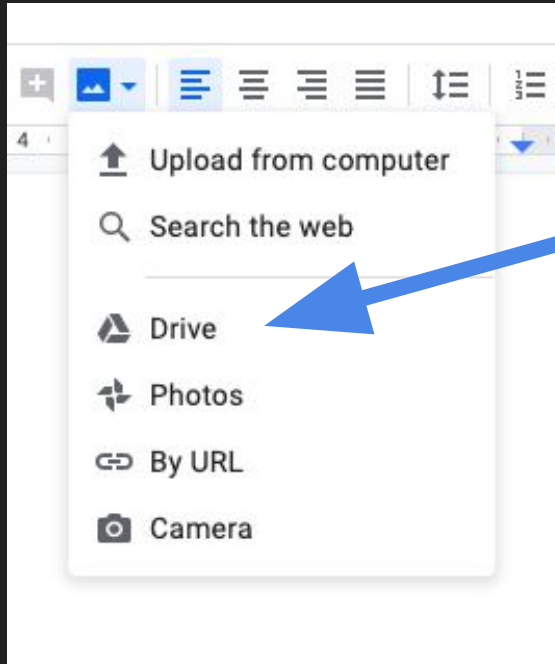
Click on the image you like and click "Insert."

Or

Double click on the image you like and it will insert automatically into your document.



Both options will provide the same places to find your image.



Drive

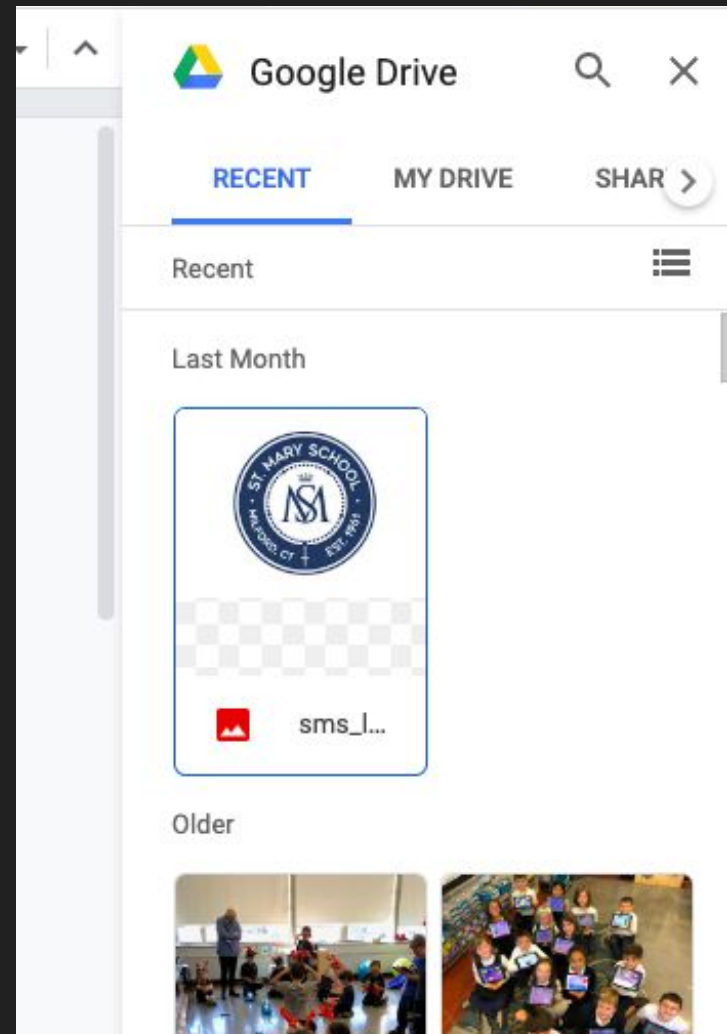
This option will open a window on the right of your screen that will allow you to access your google drive to select an image for your document.

Drive

Click on the image you like and click “Insert.”

Or

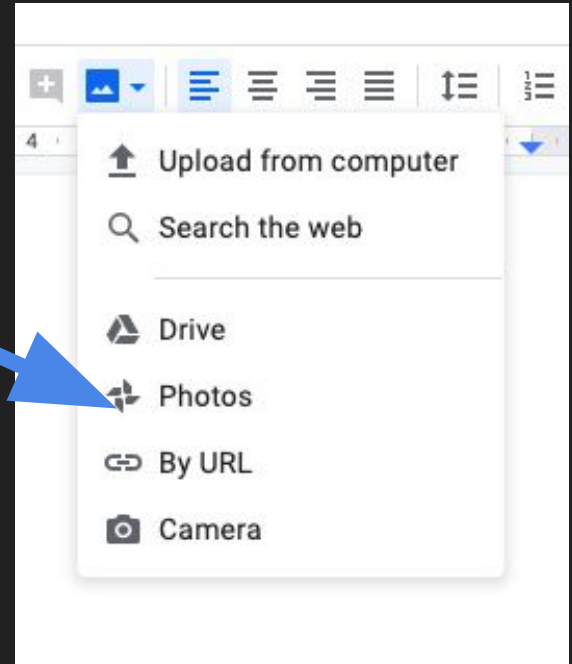
Double click on the image you like and it will insert automatically into your document.



Both options will provide the same places to find your image.

Photos

This option will open a window on the right of your screen that will allow you to access your Google photos to select an image in your document.

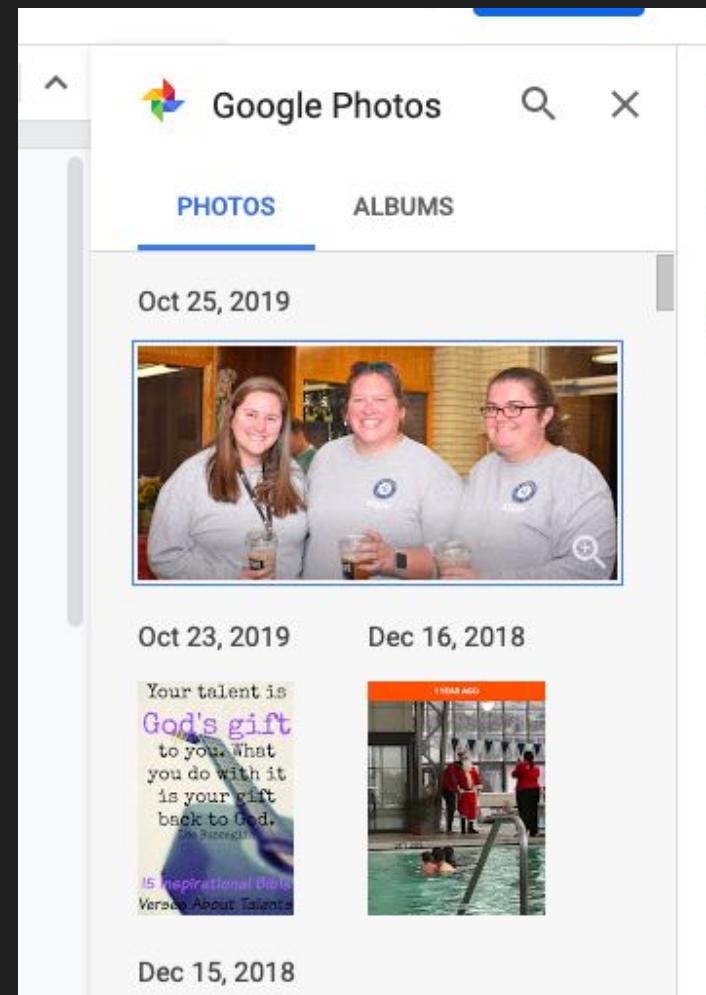


Photos

Click on the image you like and click “Insert.”

Or

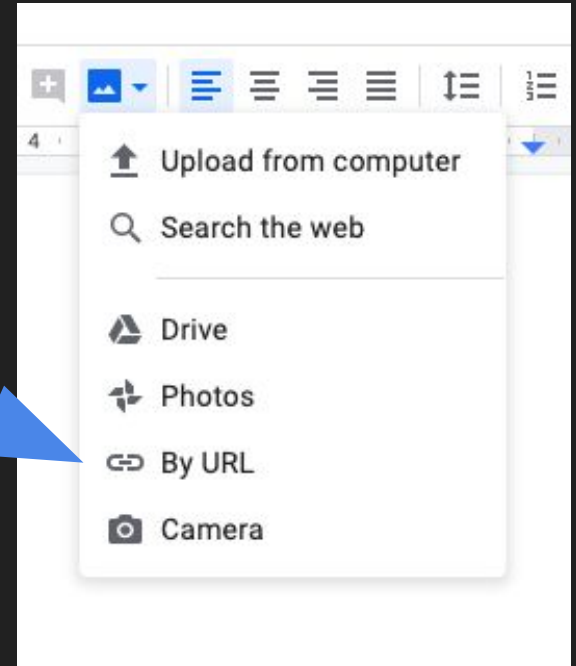
Double click on the image you like and it will insert automatically into your document.



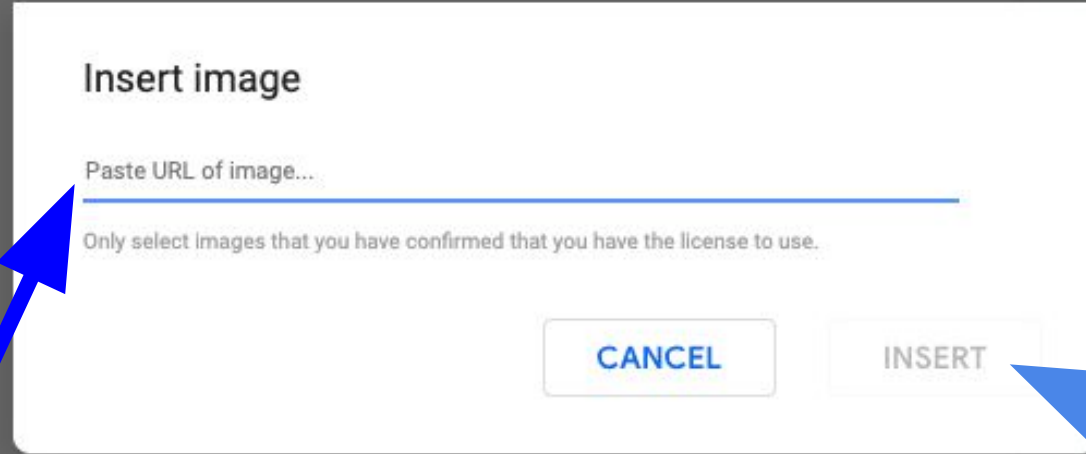
Both options will provide the same places to find your image.

By URL

This option will open a window that will allow you to enter a web address where you can select an image for your document.



By URL



The image shows a white dialog box titled "Insert image" on a dark gray background. At the top left of the dialog is the title "Insert image". Below the title is a text input field with the placeholder text "Paste URL of image...". A blue arrow points from the bottom left of the image to this input field. Below the input field is a line of smaller text: "Only select images that you have confirmed that you have the license to use." At the bottom of the dialog are two buttons: "CANCEL" on the left and "INSERT" on the right. A blue arrow points from the bottom right of the image to the "INSERT" button.

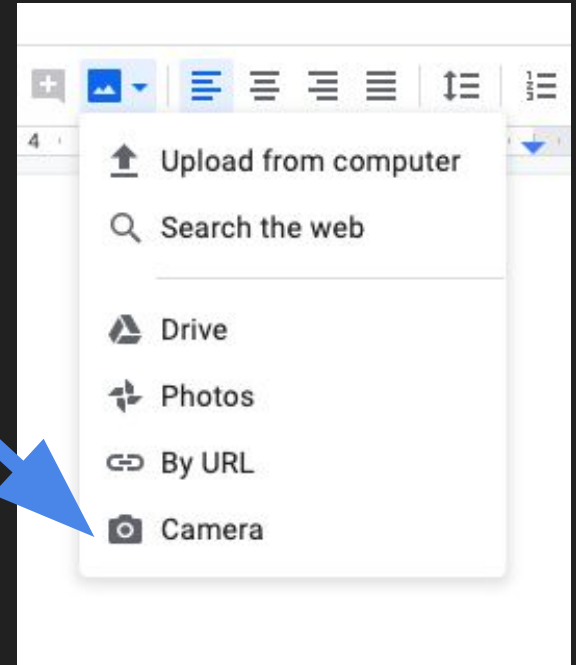
Paste a URL of an image you would like to add to your document.

Click "INSERT"

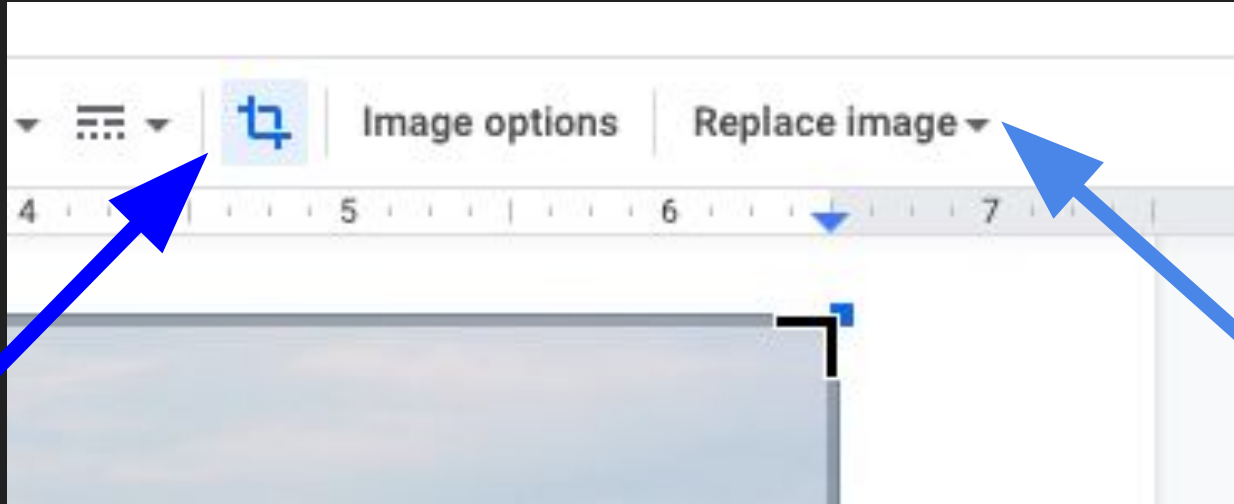
Both options will provide the same places to find your image.

Camera

This option will open a window on your screen that will allow you to take a new picture you can select for your document.



Once your image is loaded into your document you can edit the image by using the image toolbar.



Crop Image

Allows you to trim or eliminate the edges of your image.

Replace image

Allows you to change the selected image

Once your image is loaded into your document you can edit the image by using the image toolbar.

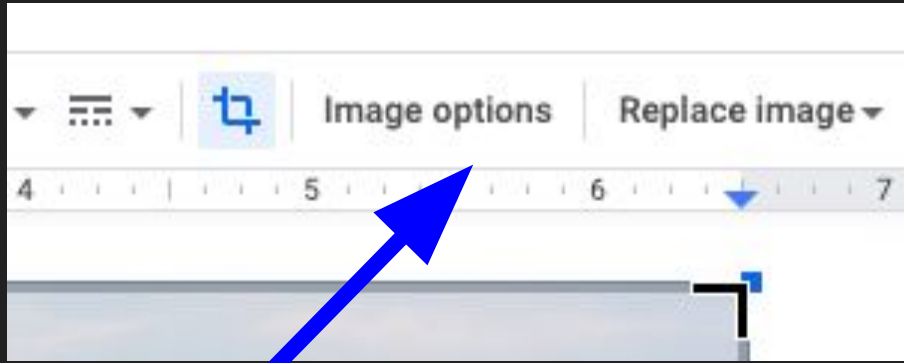


Image options

Allows you to change the visual effects of the selected image.

