

# Inserting Images into a Google Doc or Presentation

There are several different methods for inserting images into a Google Doc or Presentation.

[Option 1: Copy and Paste](#)

[Option 2: Insert Image \(from desktop or files folder on chromebook\)](#)

[Option 3: Insert Image by using URL.](#)

[Option 4: Insert Image by Searching](#)

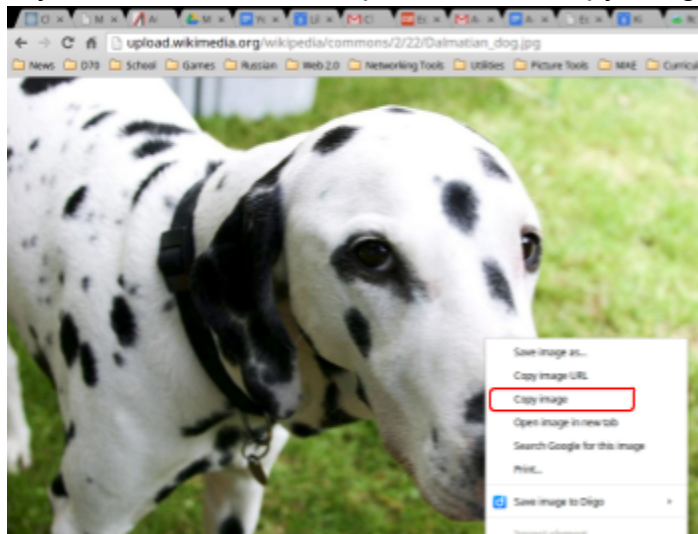
[Option 5: Using Tools> Explore](#)

[Option 6: Drag and Drop \(this option is best on a laptop or desktop\)](#)

[FORMATTING an image in Google Doc](#)

## Option 1: Copy and Paste

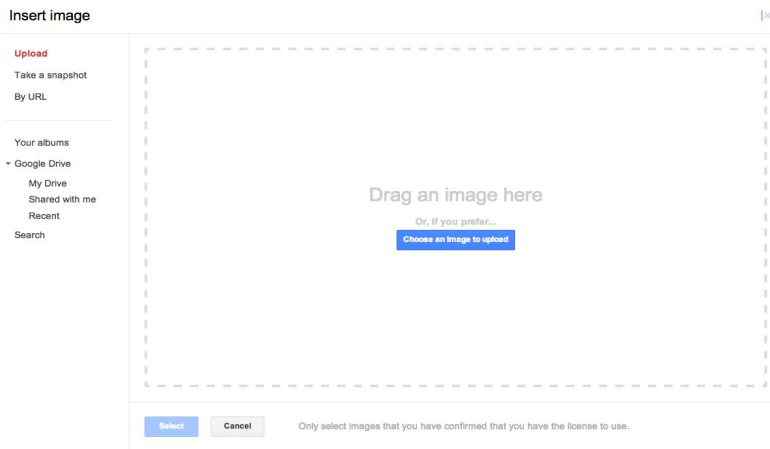
1. Open a new tab.
2. Search for a picture.
  - a. If searching in Google Images, click on the picture and “View Image”
3. Right click on the picture
  - a. On a chromebook, click with two fingers on the track or hold the alt key and click on the trackpad. Choose copy image



- b. On a laptop, hold the ctrl key and click on the track pad. Choose copy image (or you can use edit from the top menu and copy)
4. Go back to your document, paste your image into the document
  - a. On a chromebook, click with two fingers on the trackpad and click paste. (or hold the alt key and click on the trackpad or ctrl v)
  - b. On a laptop, hold the ctrl key and click the trackpad. Click paste. (or you can use edit from the top menu and paste or command v)
5. Go back to your image and copy the url (website) of where the image is located. This will need to be copied into your resources for your bibliography.

## Option 2: Insert Image (from desktop or files folder on chromebook)

1. In Google Docs, click on Insert.
2. Click on Image
3. Click on Upload on the left side.
4. Click on the blue button: Choose an Image to Upload

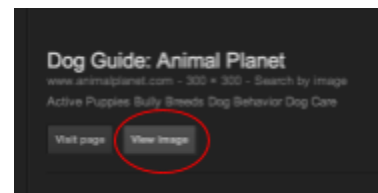


5. Navigate to your picture and click on it.
6. Click Open.

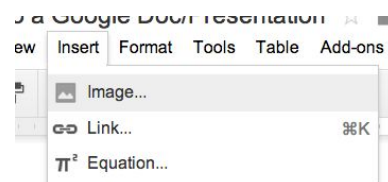
## Option 3: Insert Image by using URL.

This option requires you to copy the URL from a website that the image is located.

1. Open a new tab
2. Search for a picture.
  - If searching in Google Images, click on the picture and “View Image”
3. Highlight the url (web address) of this page.
4. Copy the url (web address)
  - On a chromebook do one of the following:
    - Click with two fingers on the trackpad: Choose copy
    - Hold the alt key and click on the trackpad. Choose copy
    - ctrl c
  - On a laptop do one of the following:
    - Hold the ctrl key and click on the track pad. Choose copy
    - Use edit from the top menu. Choose copy
    - command c (⌘C)



5. In Google Docs, click on Insert.
6. Click on Image



7. Click on by URL
8. Paste the URL

On a chromebook do one of the following:

- Click with two fingers on the trackpad: Choose paste
- Hold the alt key and click on the trackpad. Choose paste
- Press the ctrl key and the v key together



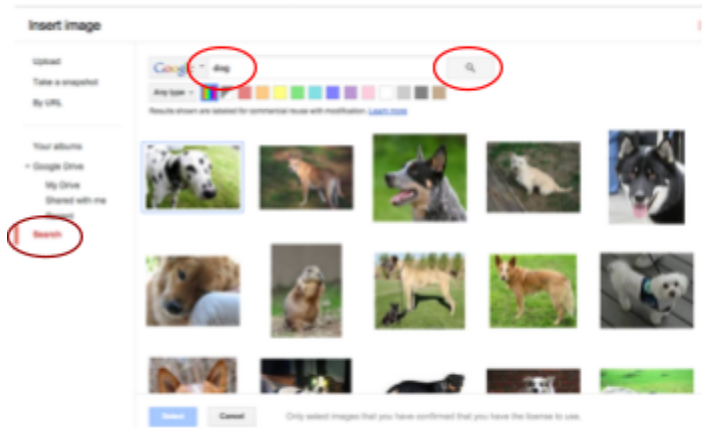
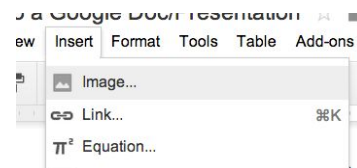
On a laptop do one of the following:

- Hold the ctrl key and click on the track pad. Choose paste
- Use edit from the top menu. Choose paste
- command v (⌘V)

9. Copy this URL also to your list of resources for bibliography. (Use EasyBib)

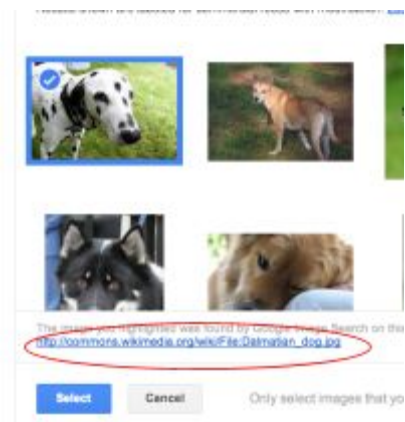
#### Option 4: Insert Image by Searching

1. In Google Docs, click on Insert.
2. Click on Image
3. Click on Search in the left side.
4. Use the search box to search your topic such as Dog.
5. Press the Return key or click the magnify lens to start the search.



6. Click on the picture you would like to insert. (A check mark will appear)

7. Below the set of pictures, a URL (website) will appear that you will need to copy for citing your picture source. Copy the url. (web address)

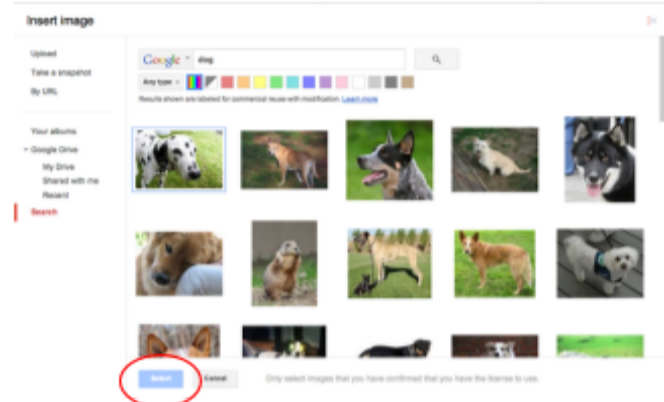


On a chromebook do one of the following:

- Click with two fingers on the trackpad: Choose copy
- Hold the alt key and click on the trackpad. Choose copy
- Press the ctrl key and the c key together

On a laptop do one of the following:

- Hold the ctrl key and click on the track pad. Choose copy
- Use edit from the top menu. Choose copy
- Press the command key and the c key together(⌘C)



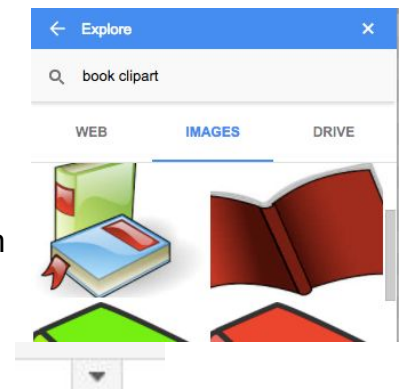
8. To insert the image, Click Select.

9. Open EasyBib in your Add-Ons

- Choose website as the source
- Click in the search box
- Paste the URL in the box
- On a chromebook do one of the following:
  - Click with two fingers on the trackpad: Choose paste
  - Hold the alt key and click on the trackpad. Choose paste
  - ctrl v
- On a laptop do one of the following:
  - Hold the ctrl key and click on the track pad. Choose paste
  - Use edit from the top menu. Choose paste
  - command v (⌘V)

### Option 5: Using Tools> Explore

1. Click on the top menu in Google on Tools
2. Click on Explore
3. On the right hand side, the explore tool is shown.
4. Type in your search term.
5. Click on images. (Note: if you want clipart search for term and clipart. For example, book clipart)
6. Click on the image you prefer. A preview of the picture will be visible. It will let you know the copyright usage on the bottom. For example, commercial use with modification. In the upper left corner is the url to the picture.
7. Click on the the url in the upper left corner, next to the arrow. This will take you to where the location of the picture is located. You will need to use this for your bibliography.



To Copy:

- On a laptop/desktop, hold the ctrl key and click on the track pad. Choose copy image (or you can use edit from the top menu and copy)
- On a chromebook, click with two fingers on the track pad or hold the alt key and click on the trackpad. Choose copy link address.

Open EasyBib in your Add-Ons

- Choose website as the source
- Click in the search box
- Paste the URL in the box

To Paste:

- On a chromebook, click with two fingers on the trackpad and click paste. (or hold the alt key and click on the trackpad or ctrl v)
- On a laptop, hold the ctrl key and click the trackpad. Click paste. (or you can use edit from the top menu and paste or command v)

8. Click on Insert to place the image into your document.

### **Option 6: Drag and Drop (this option is best on a laptop or desktop)**

If you have a picture that is on the desktop, drag this onto the document.

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## **FORMATTING an image in Google Doc**

When images come into a google doc, there are three layout options you may choose to do with the image. When the image first comes into the google doc, it is always InLine.

To find these layout, click on the picture. You will see below the picture:



The Three Layout Options:

- **In line:** The image sits directly on the line of text.



- **Wrap:** Text flows around the image, only getting as close as allowed by the margins. To set an image's margins, select this layout type and then choose a margin size from the drop-down menu.



- **Break text:** The image is placed by itself — text can appear to the left or the right of it.



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