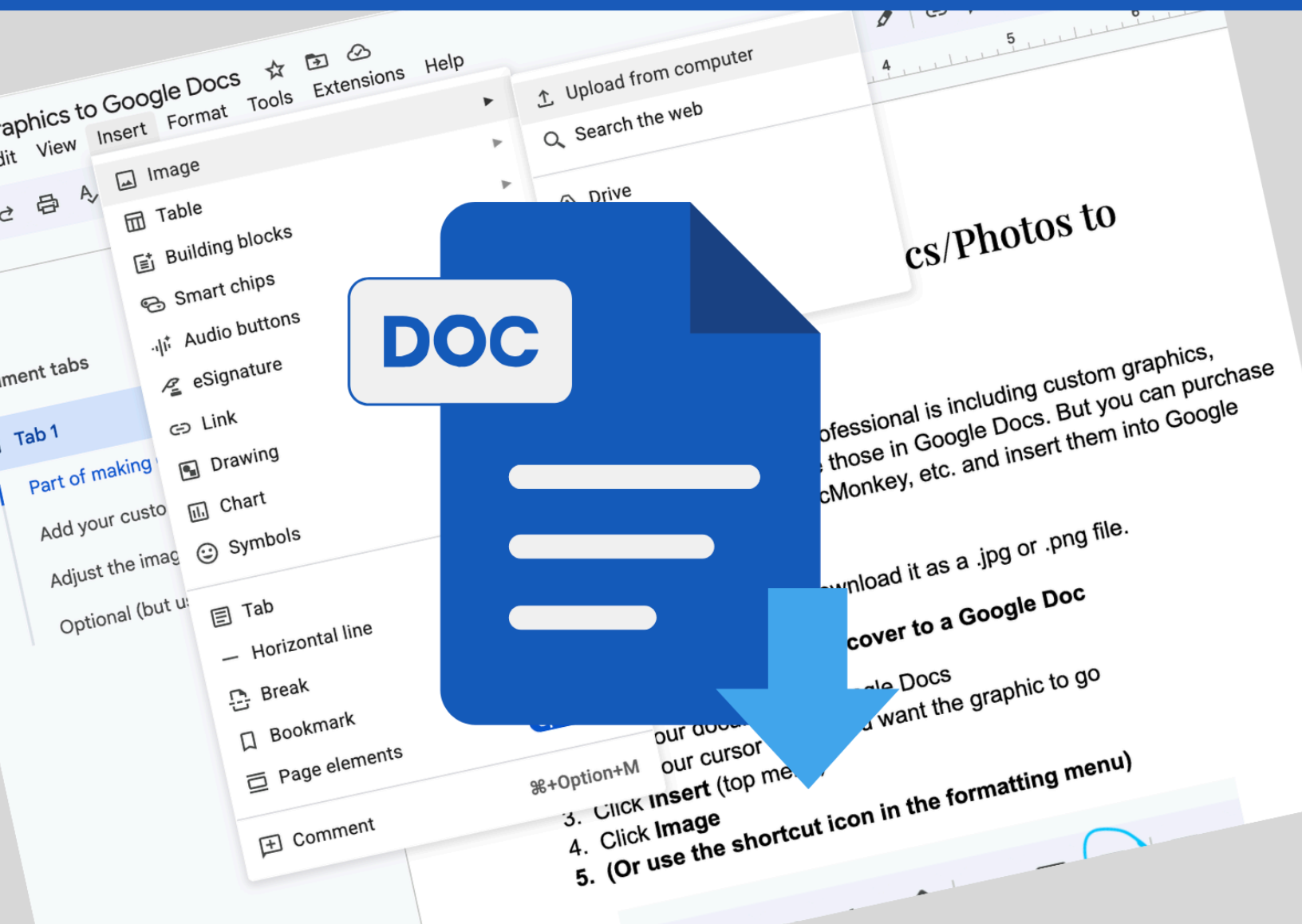


How to add graphics to...



Google Docs

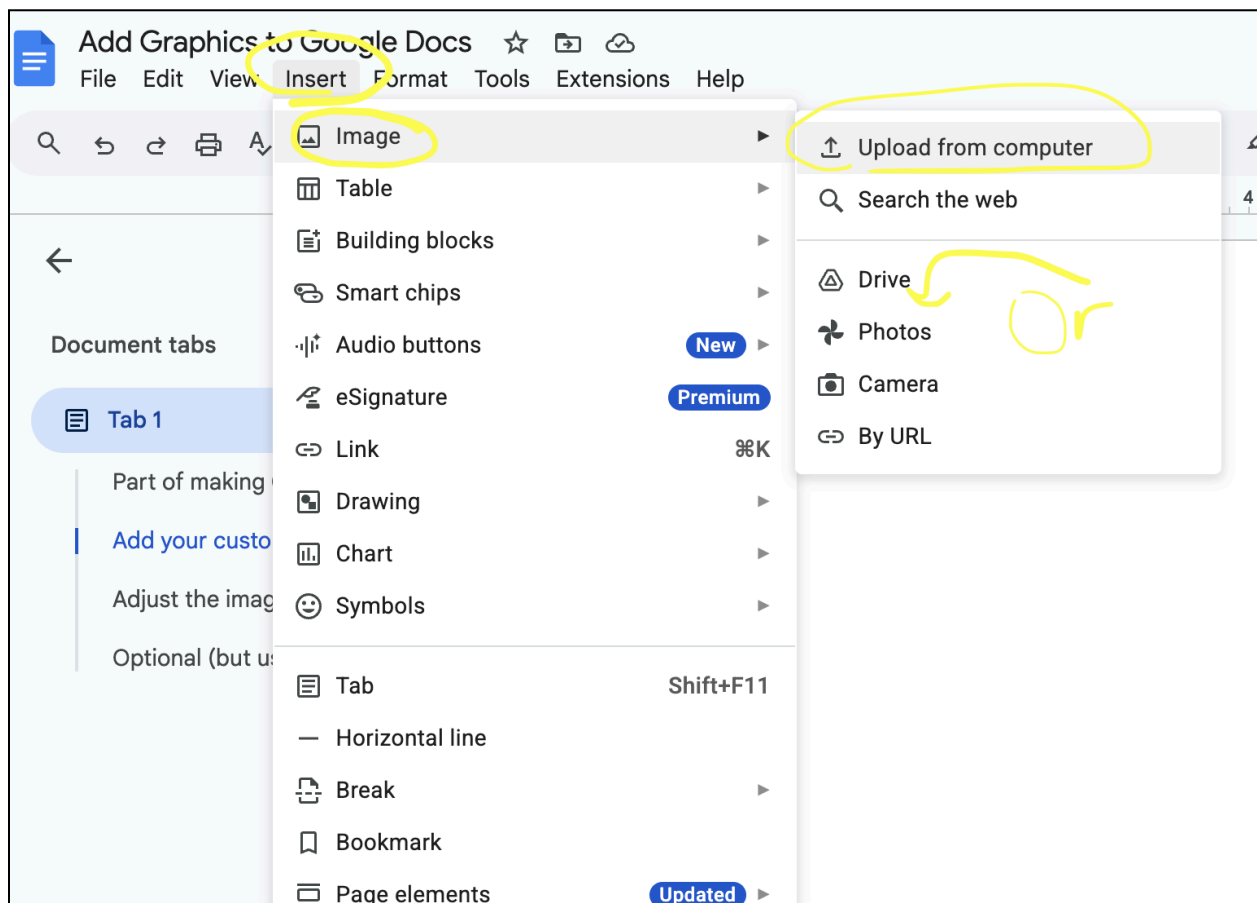
How to Add Graphics to Google Docs

Part of making Google Docs look professional is including custom graphics, covers, photos, etc. You can't make those in Google Docs. But you can purchase them or make in Canva, Adobe, PicMonkey, etc. and insert them into Google Docs.

Simply create your image then download it as a .jpg or .png file.

Add your custom graphic/book cover to a Google Doc

1. Open your document in Google Docs
2. Place your cursor where you want the graphic to go
3. Click **Insert** (top menu)
4. Click **Image**



5. (Or use the shortcut icon in the formatting menu)

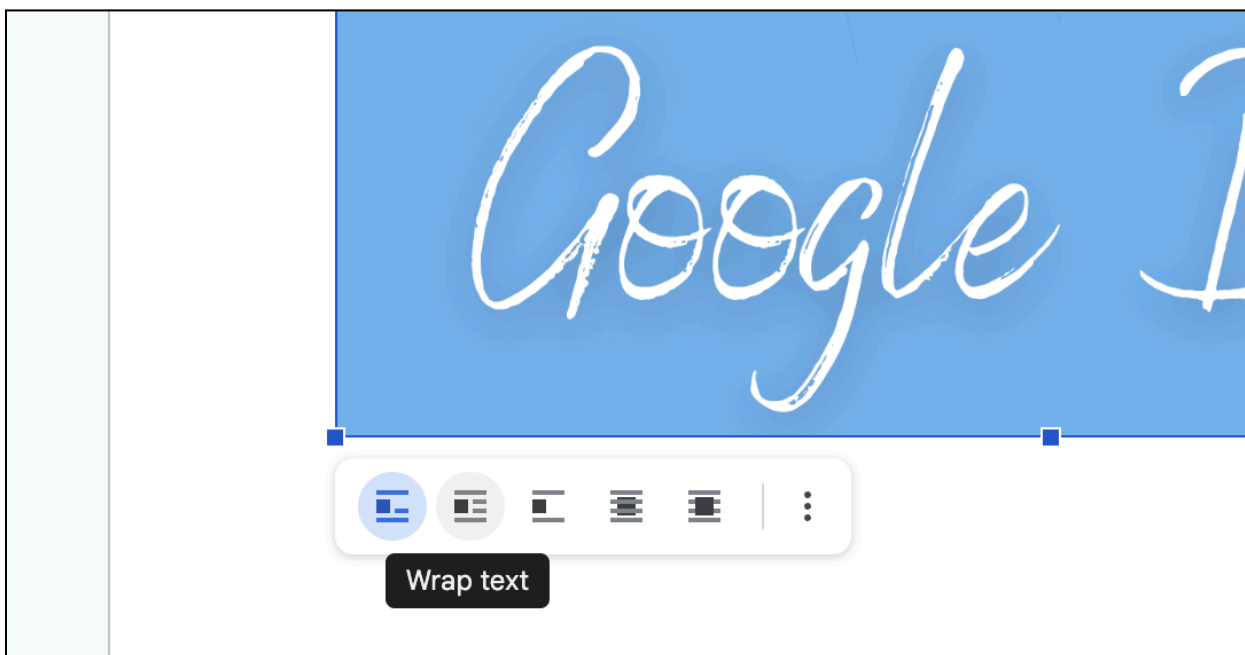


6. Choose how to upload:

- **Upload from computer** (most common)
- **Drive** (if it's already in Google Drive)
- **Drag and drop** directly into the doc (quickest option)

Adjust the image once it's inserted

6. Click the image



7. Choose a text wrap option:

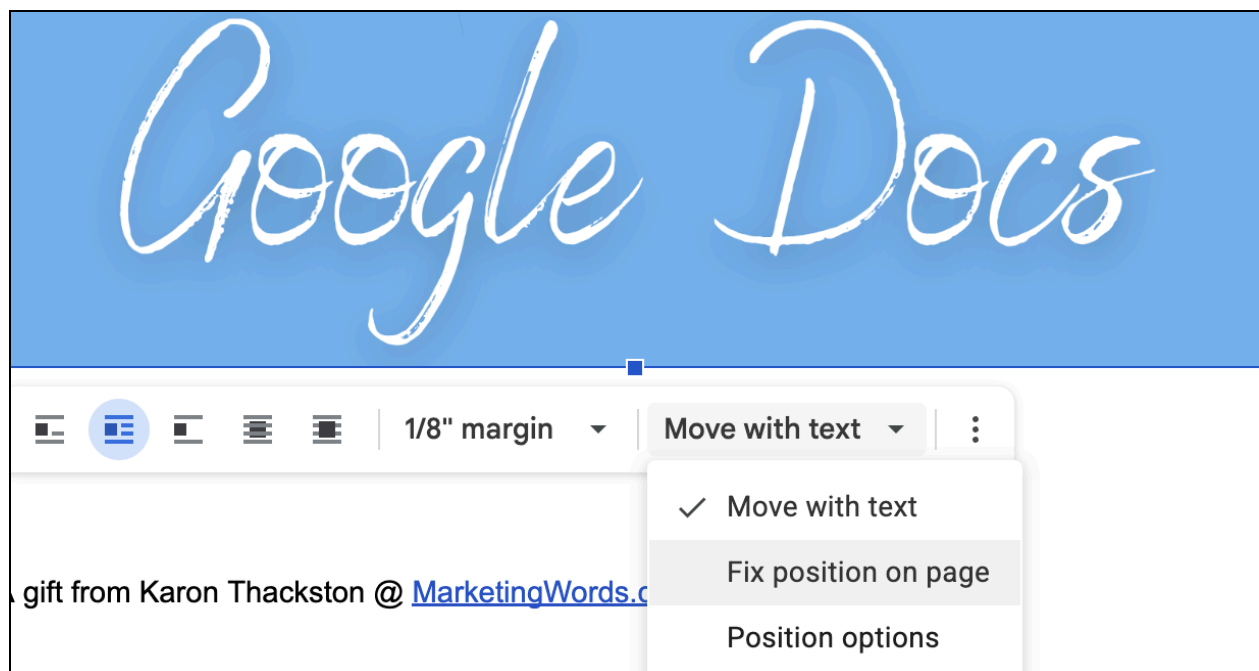
- **In line with text** (default, easiest)
- **Wrap text** (lets you move it around and the text will surround the image)
- **Break text** (puts it on its own line)

8. Resize:
 - Drag the **corners** (keeps proportions correct)
9. Move it:
 - Click and drag (if using “Wrap text”)

Optional (but useful)

10. Click **Image options** (toolbar or right-click) to:
 - Adjust size precisely
 - Add margin spacing
 - Fix position on page

That’s the gist of it!



Even though Google Docs has very limited graphic design potential, you can use a Canva account (or any other design tool/software) to get extremely good results.

Here’s to your success!
Karon