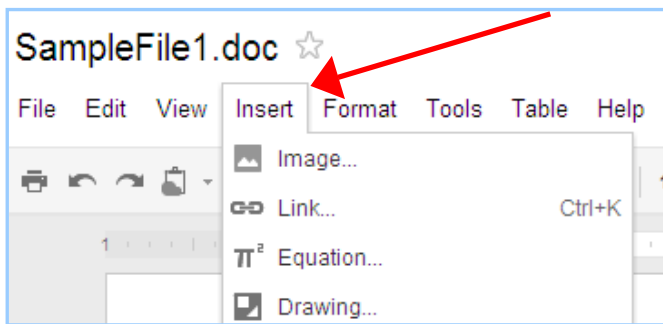
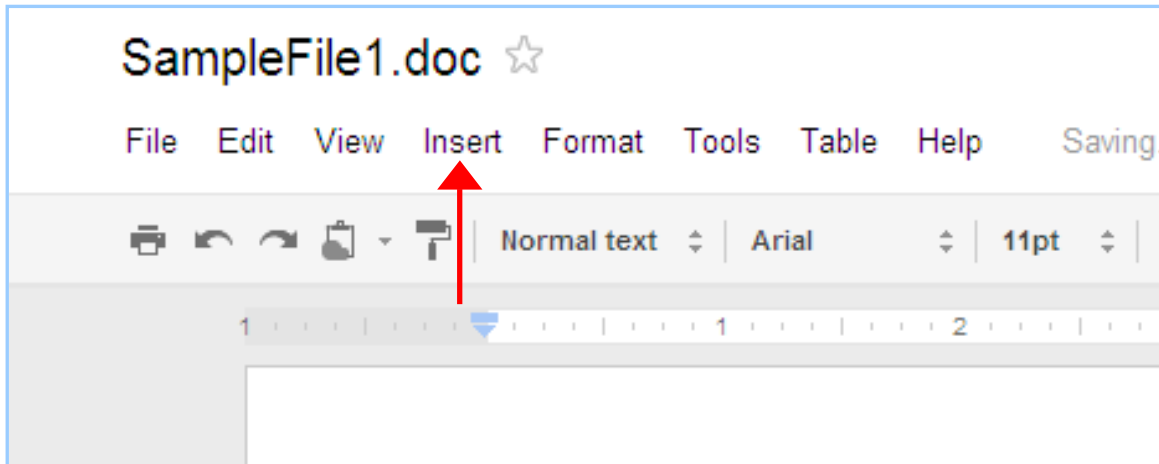




How to Insert an Image for Windows 7

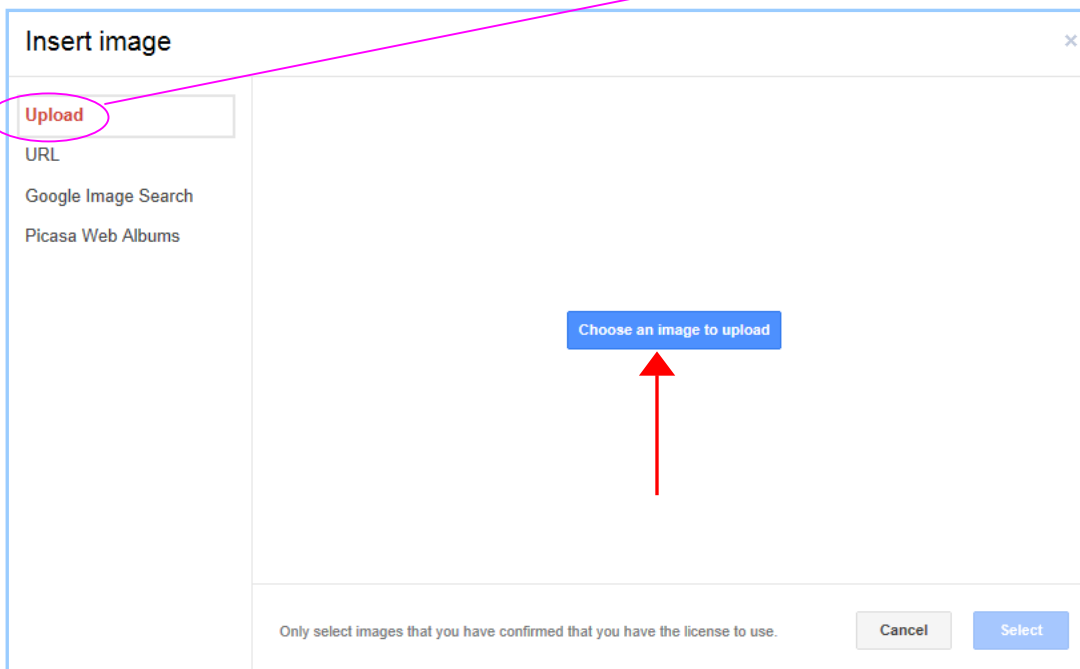
Note: Google accepts .jpg, .gif, .png files. There is also a maximum file size of 2 MG.

To insert an image in Google docs, click on the **“Insert”** tab.

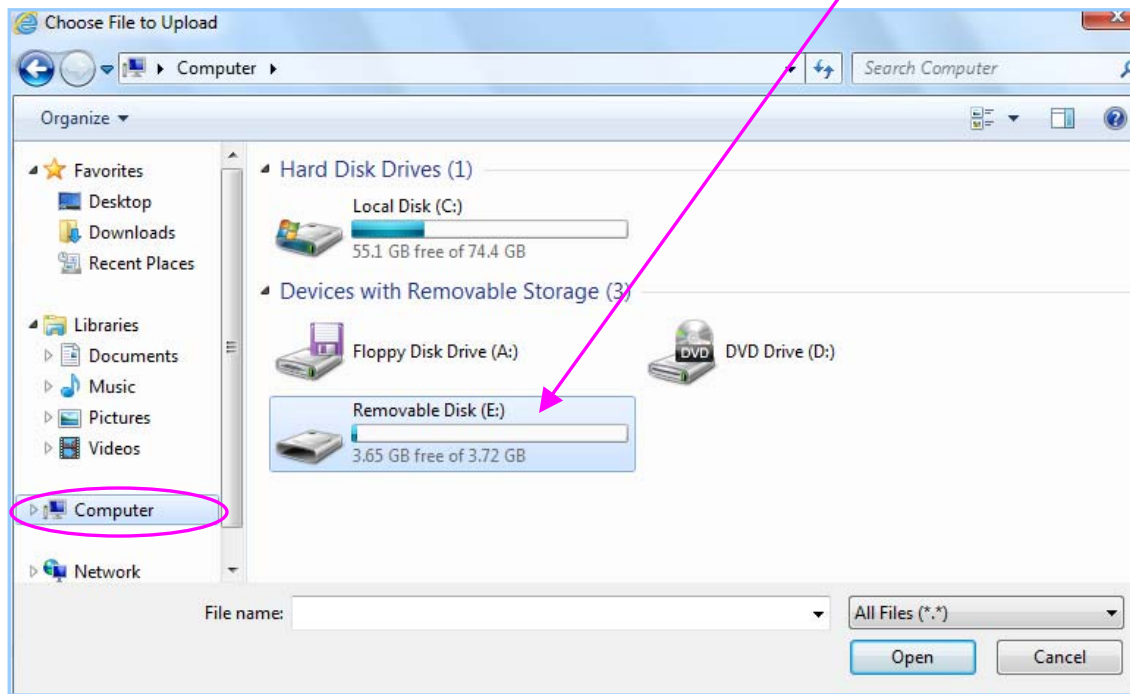


Select **“Insert”**. The insert menu will open.

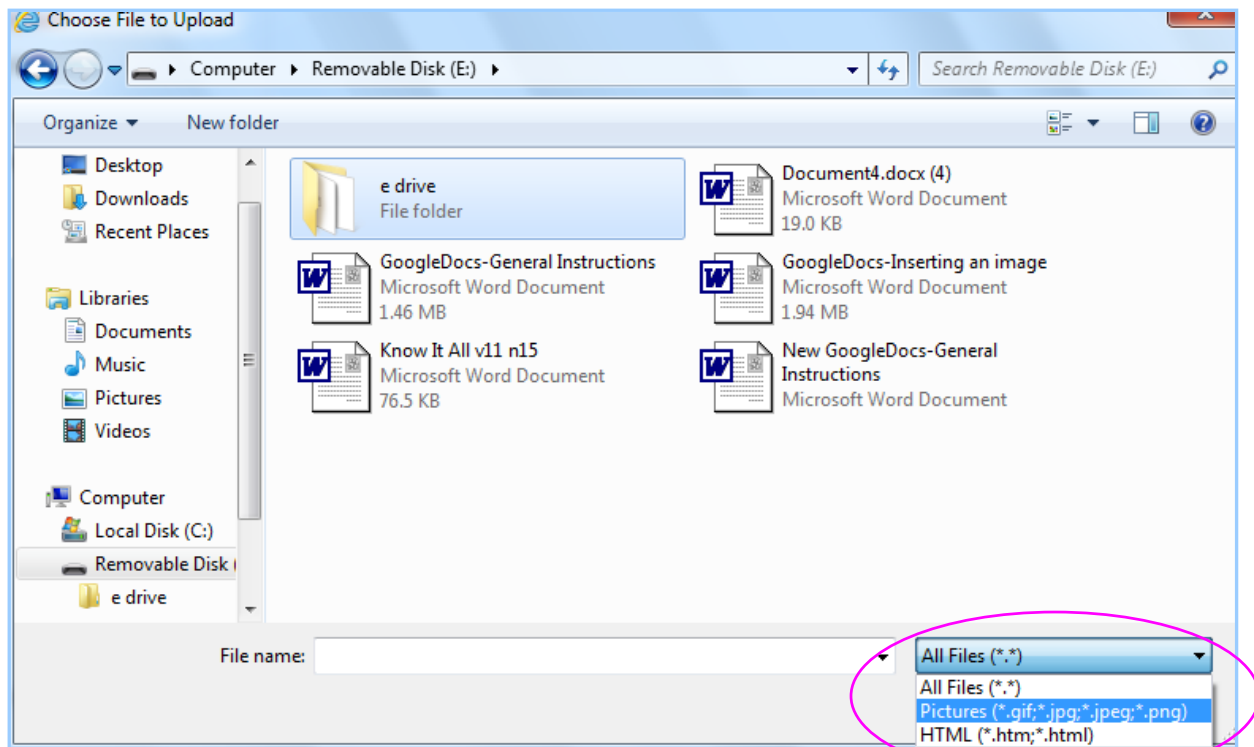
If you would like to upload an image from your flash drive, select **“Upload”** and click on **“Choose an image to upload”**.



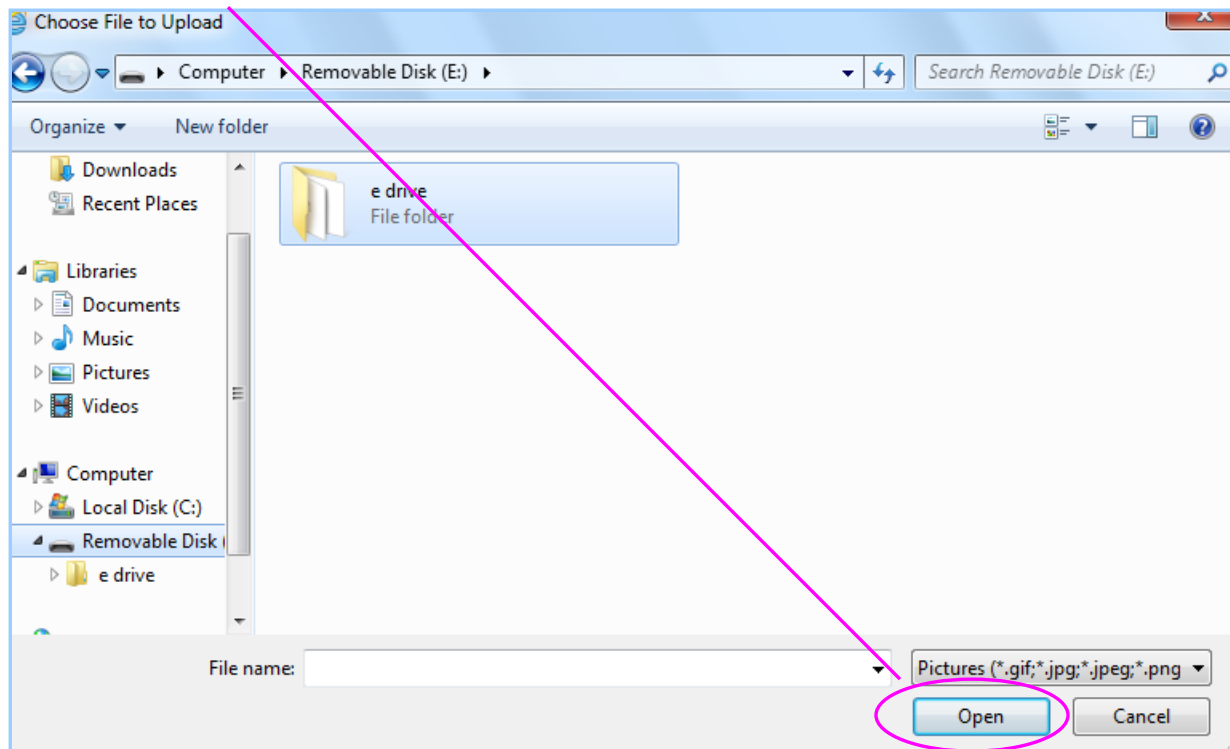
The computer system should automatically detect the Removable Disk drive. If not, select **“Computer”** from the side left menu, then click on **“Removable Disk”**.



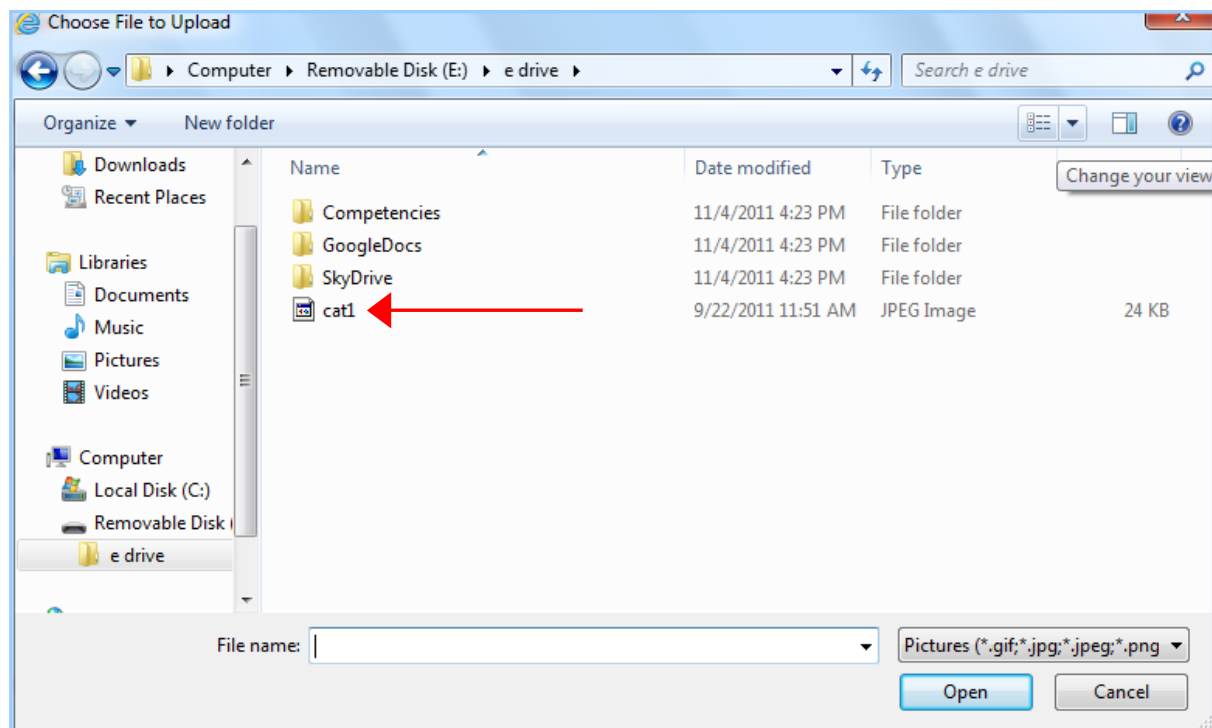
Click on the **“All Files”** down arrow and select **“Pictures”**.



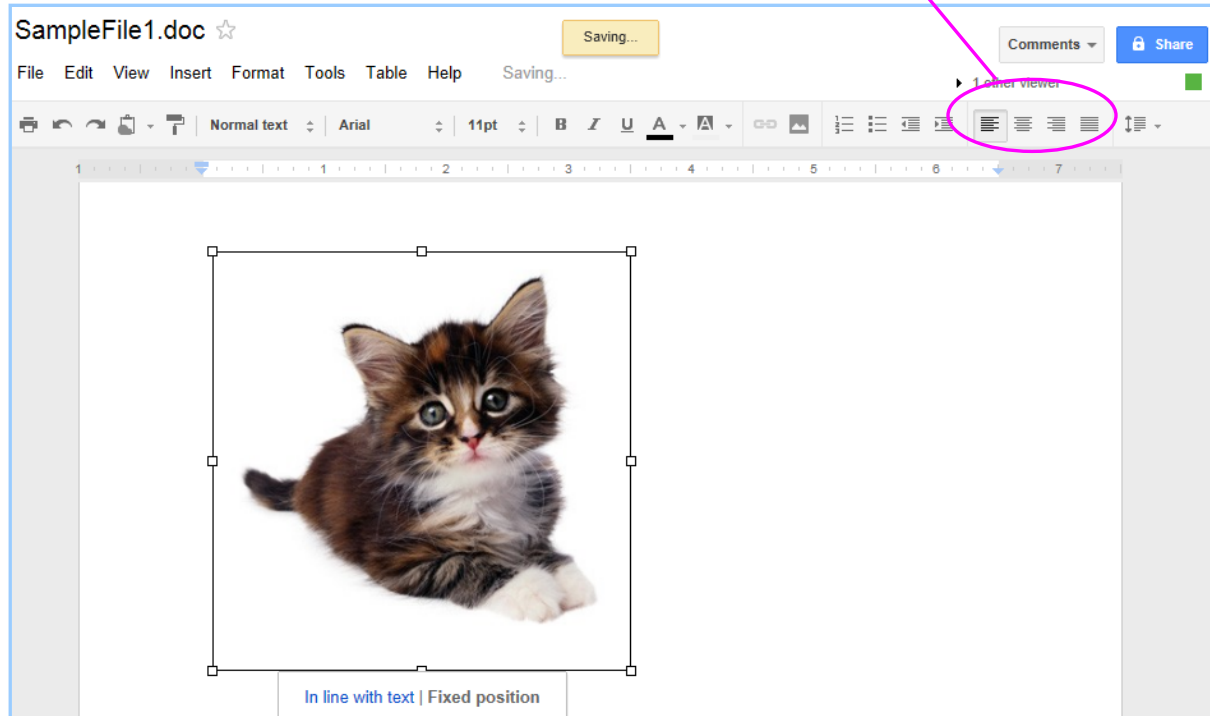
Click on **“Open”**.



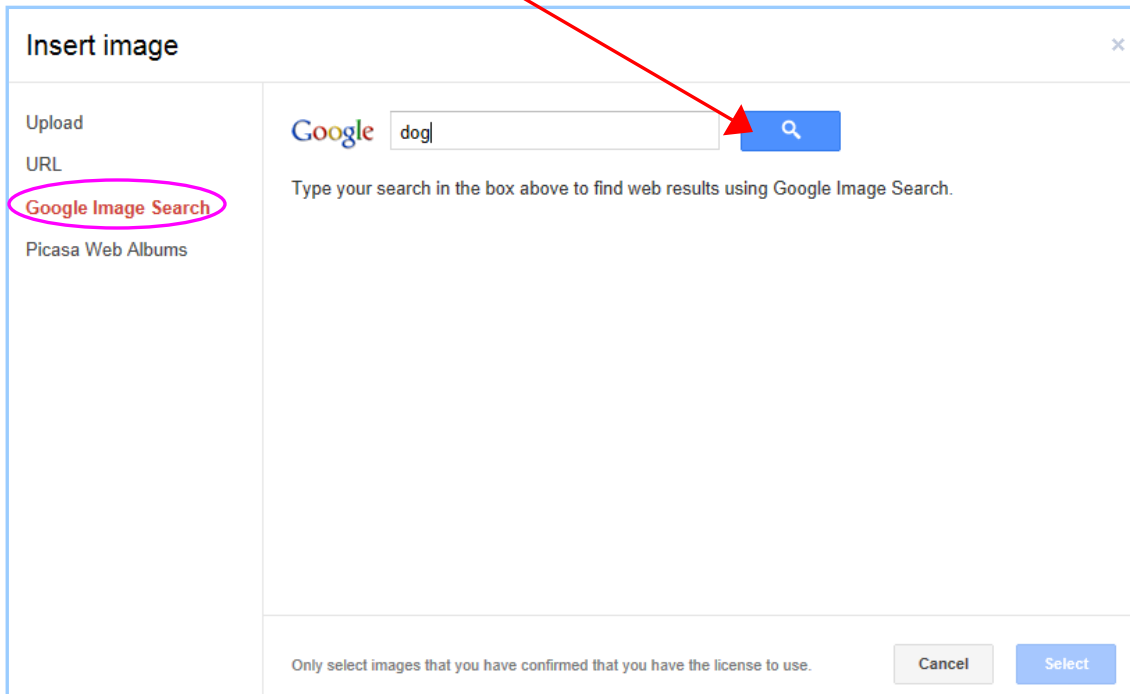
The Removable Disk drive will open. Select your image by double clicking on the file name.



The image will automatically load. To move the image inside the document, click on the image and select “**In line with text**”. Use the toolbars “**left, center, right, or justify**” alignment buttons to move the image.



To add a “Google image” repeat the above steps, except, click on “**Google image search**”. Type the name of the object that you are looking for in the search field and click the **Find** button.



Select the image by clicking on it, then click on “**Select**”. The image will appear in your document.

