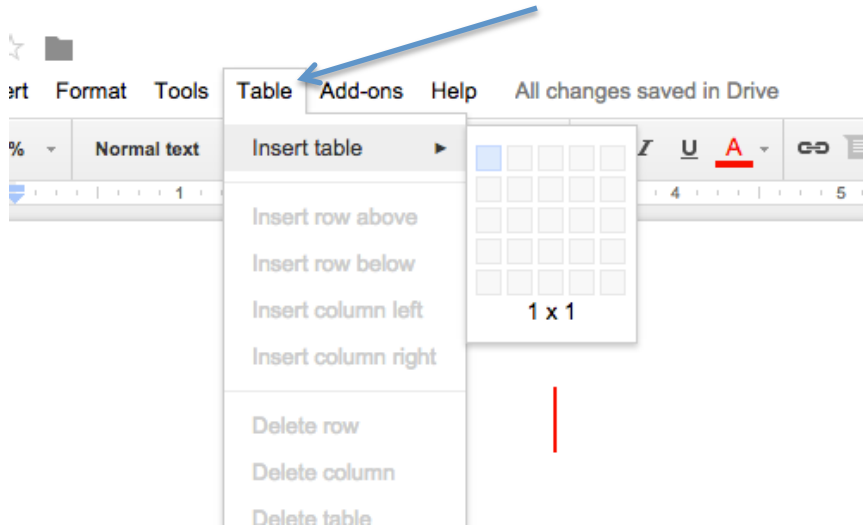


How to Insert Items into Google Docs

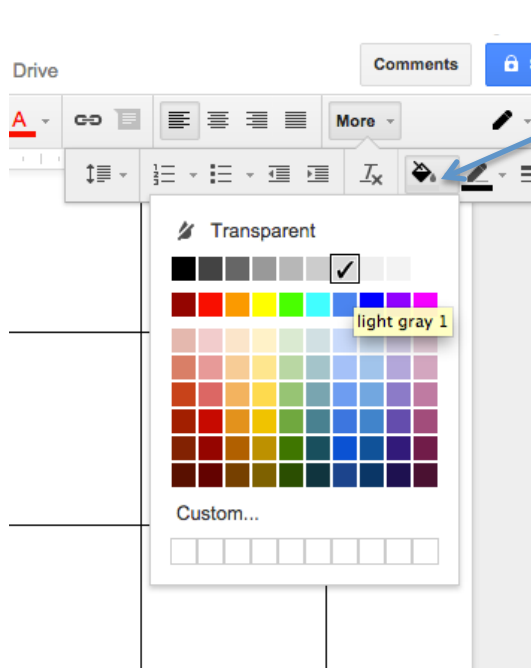
To insert a table:

1. Select "table" from the format bar
2. Choose the numbers of rows and columns you want



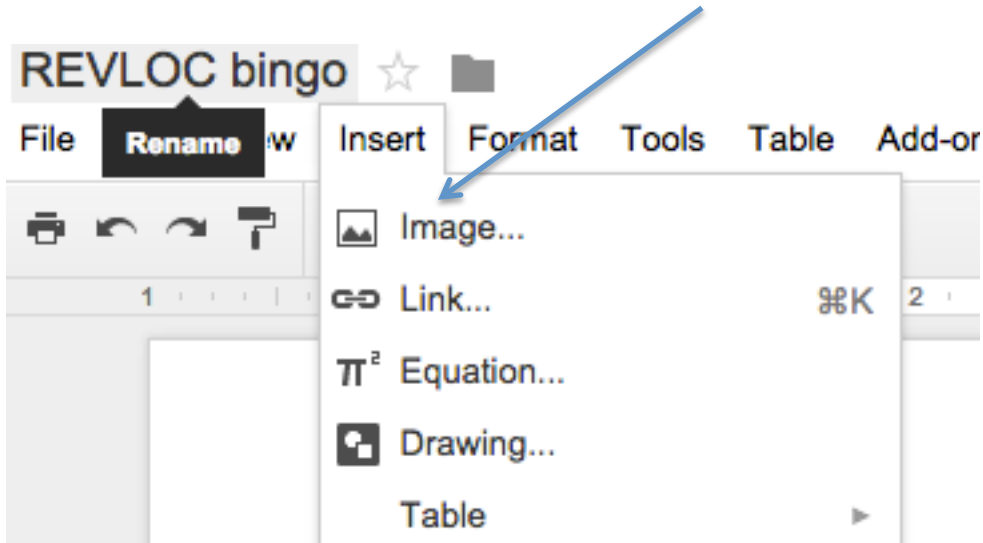
To change the background color in a table:

1. Place your cursor in the table. This will reveal more options in your format bar under "more."
2. Choose the paint can and select your color.



To insert an image:

1. Select “insert” from the format bar.
2. Choose “image.”
3. Select the image from its location on your computer (e.g., hard drive, Google Drive).



To insert a link:

1. Select the button on the format bar that looks like chain links.
2. Paste the URL of your link in the box and press “apply.”



Text

Link