

# How to crop images in Google Docs, Google Documents

Rotating and cropping images in Google Docs makes your documents more dynamic and professional. With just three basic steps, you can crop images in Google Docs without needing to use image editing software on your computer.

**Google Docs** , also known as Google Documents, is an online word processor similar to Word. Therefore, Google Docs also supports inserting images into articles and documents. After inserting an image, you can crop, rotate, or flip it horizontally or vertically to suit your document.



**How to crop images in Google Docs simply and quickly.**

## *How to crop images in Google Docs*

### *1. Quick guide to cropping images in Google Docs*

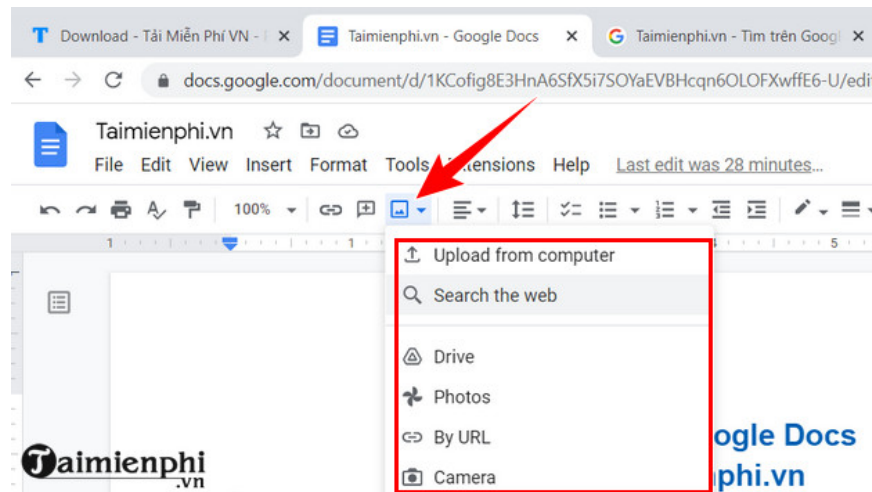
**Step 1:** Open the existing Docs file containing the image you want to edit, or upload an image.

**Step 2:** Right-click on the image and select " **Crop image** ".

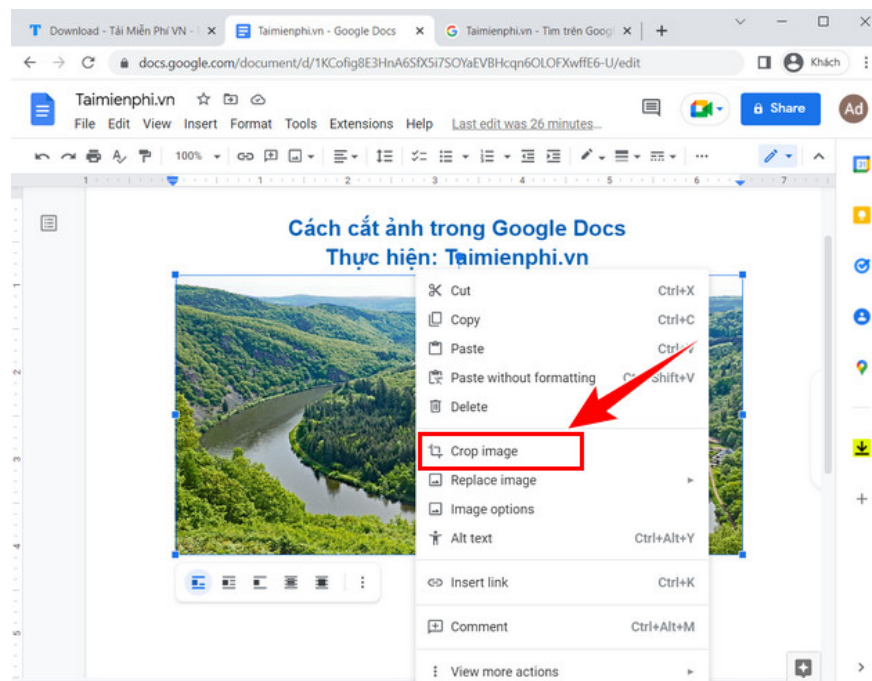
**Step 3:** Select the area you want to crop.

## 2. Detailed instructions on how to crop images in Google Docs

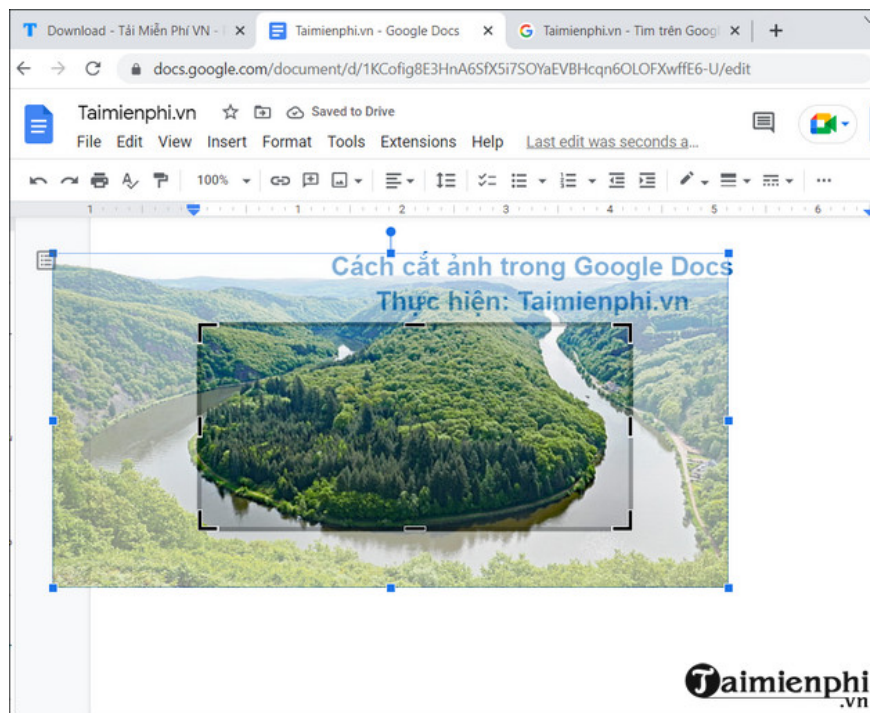
**Step 1:** Open the Docs file containing the image or upload the image to Google Docs by clicking **the image icon** => Select **the option to upload an image** (from Drive, Photos, from your computer, etc.) => Select **the image you want to upload** . (as shown in the image)



**Step 2:** Crop the image in Google Docs. Right-click on the image => Select **Crop image** .



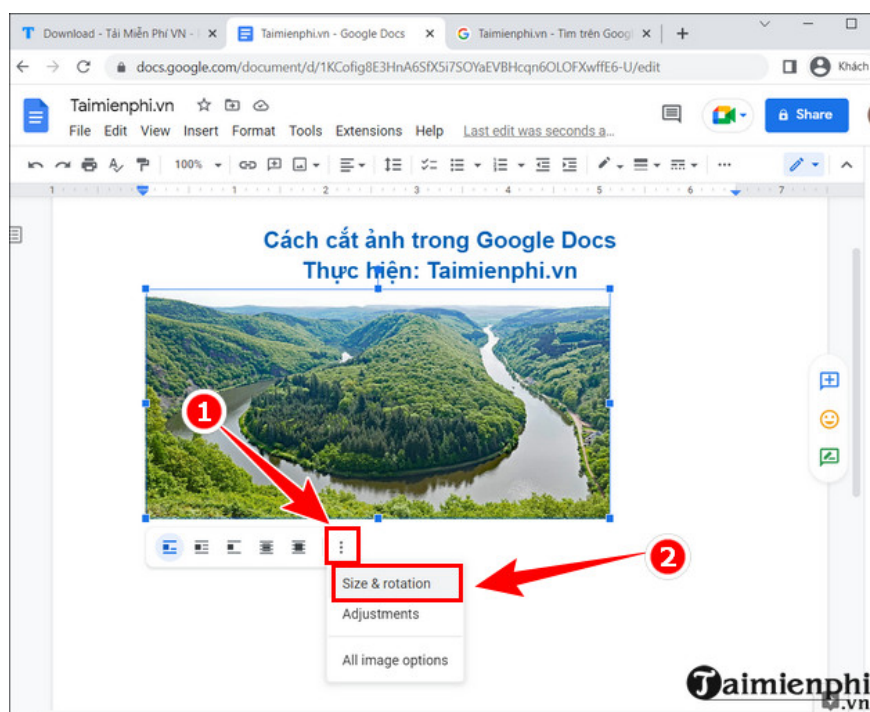
**Step 3:** Now, to crop an image in Google Docs, simply drag the icons to the area of ??the image you want to keep.



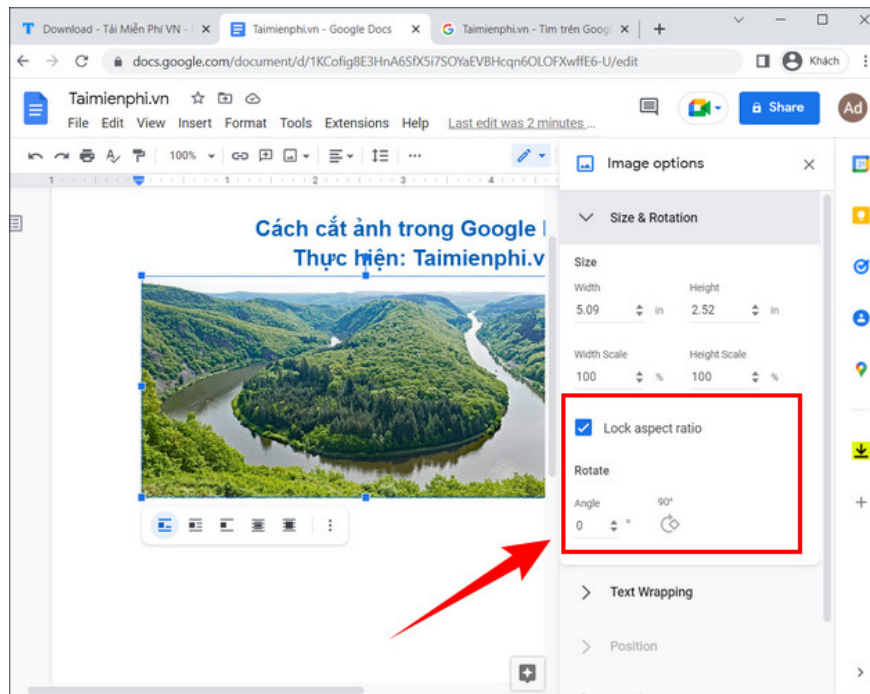
*See also How to rotate and flip images in Google Docs*

### *1. How to rotate images in Google Docs*

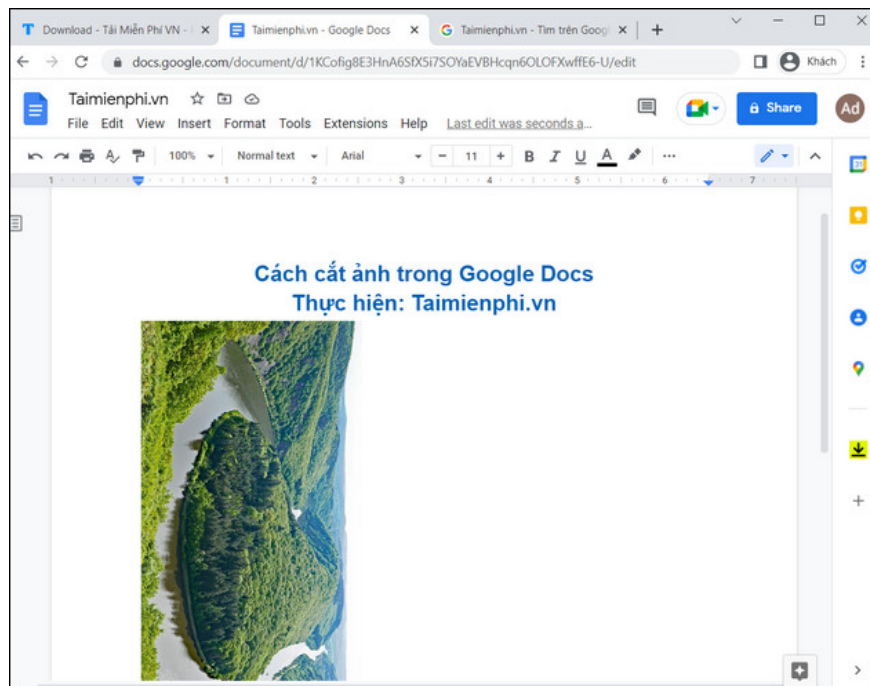
To rotate an image in Google Docs, click the **three-dot icon below the image** (as shown) => Select **Size & Rotation** .



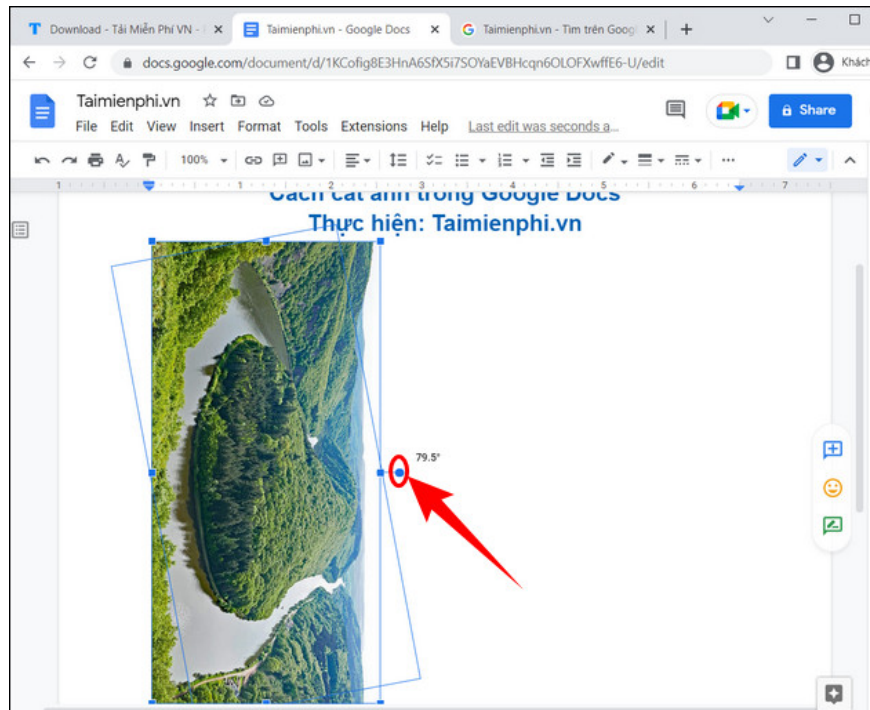
When the image editing interface appears, in the **Rotate** section , simply enter the desired rotation angle in the **Angle** box .



And this is the result after rotating 90 degrees.



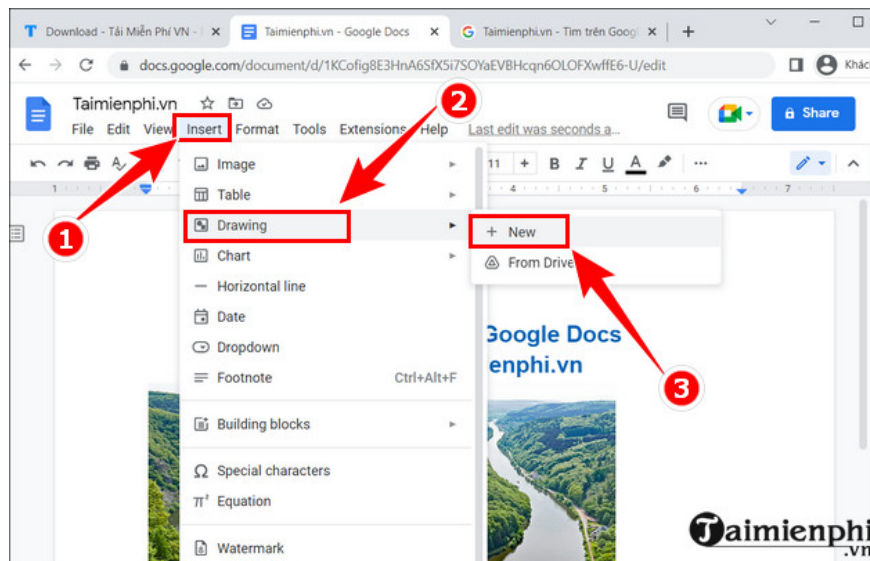
Alternatively, you can also rotate images in Google Docs by clicking on the image, then selecting the circular icon next to it and rotating it.



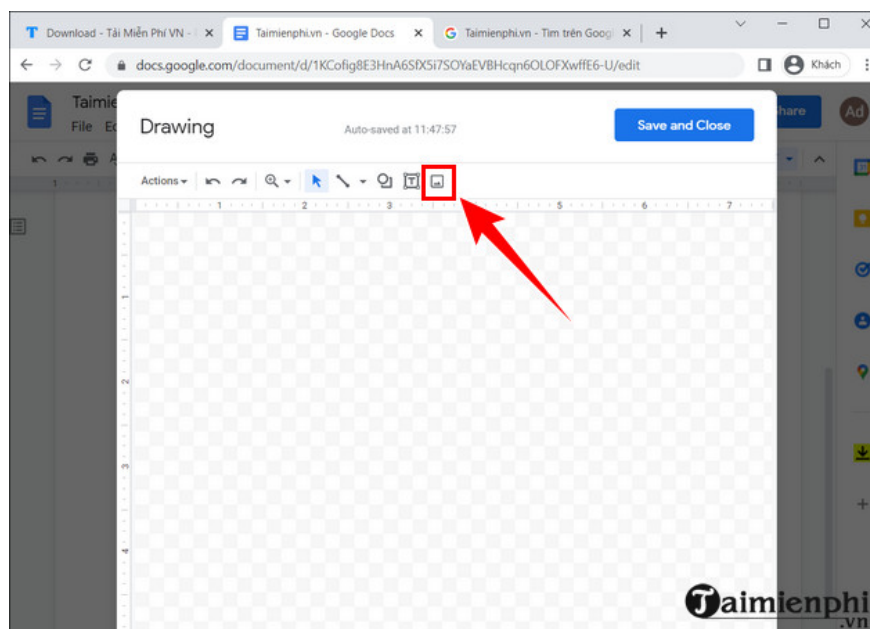
In addition, inserting a signature in Google Docs is also a solution widely used when drafting documents, contracts, etc.

## 2. How to flip images in Google Docs

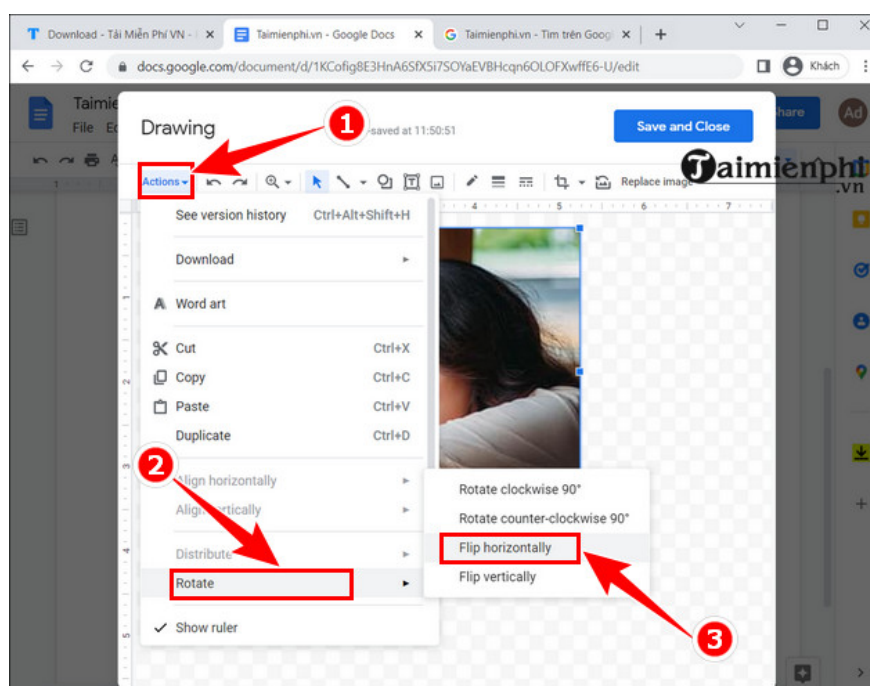
To flip an image in Google Docs, first select **Insert** => Select **Drawing** => Select **New** .



Now the **Drawing** dialog box will appear; you need to re-insert the image by selecting **the image icon** (as shown in the picture).



To flip an image, select **Actions** => Select **Rotate** => Select **Flip horizontally** .



Finally, just click **Save and Close** and you're done.

In summary, this article from TipsMake has guided readers on how to use the image editing feature in Google Docs without needing any other image editing software , saving time and helping you complete your work more quickly.

You finished reading the article "**How to crop images in Google Docs, Google Documents**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

