

Inserting Images and Media

OfficeDocs lets you add images and other visual elements to your documents to make content clearer and more engaging. This guide covers the main options for inserting images, adjusting their size and position, and working with related visual tools in the document editor.

Inserting images

You can insert images directly into your document from a local file or from a URL. The document editor supports common image formats such as **BMP**, **GIF**, **JPEG**, **JPG**, and **PNG**.

From your computer

1. Place the cursor where you want the image to appear.
2. Open the **Insert** tab.
3. Click the **Image** button.
4. Select **Image from File**.
5. Choose the image from your computer and click **Open**.

From URL

1. Place the cursor where you want the image to appear.
2. Open the **Insert** tab.
3. Click the **Image** button.
4. Select **Image from URL**.
5. Enter the image address and confirm.

Supported image formats

The document editor supports these image formats:

- **JPEG / JPG**
- **PNG**
- **GIF**
- **BMP**

Resizing images

Once an image is inserted, you can resize it directly on the page or fine-tune its dimensions from the image settings.

- Click the image to select it
- Drag the resize handles to change its size
- Use image settings to adjust width and height more precisely

- Keep **Constant proportions** enabled if you want to preserve the original aspect ratio



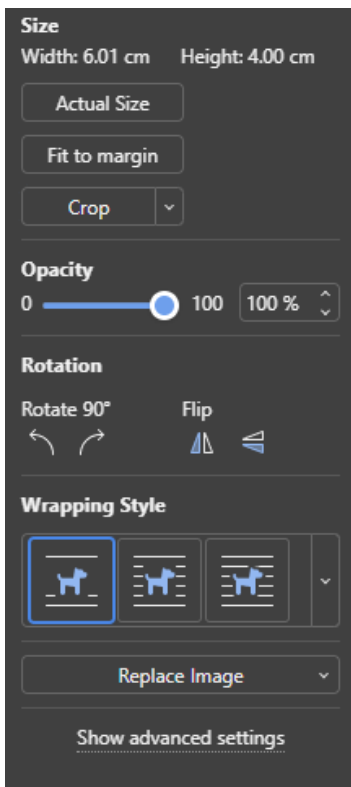
Positioning images

You can place images inline with text or move them more freely on the page, depending on the layout you need.

Text wrapping

Text wrapping controls how text flows around an image.

- **Inline:** The image behaves like part of the text
- **Square:** Text wraps around the rectangular image boundary
- **Tight:** Text wraps around the visible edges of the image
- **Top and bottom:** Text appears only above and below the image
- **In front:** The image appears over the text
- **Behind:** The image appears behind the text



Alignment and position

When the image is not inline, you can place it more precisely on the page.

- Align the image to the left, center, or right
- Set an exact horizontal or vertical position
- Choose whether the image moves with the text
- Allow or prevent overlap with other objects

Image editing

OfficeDocs includes built-in tools for making basic image adjustments after insertion.

Crop

Use the crop tool to keep only the part of the image you need.

1. Select the image.
2. Click the **Crop** button.
3. Drag the crop handles to define the visible area.
4. Click outside the image, press **Esc**, or click **Crop** again to apply the change.

Rotate and flip

You can quickly change the orientation of an image.

- Rotate the image by **90°** clockwise or counterclockwise
- Flip the image horizontally

- Flip the image vertically
- Use advanced image settings if you need a specific rotation angle

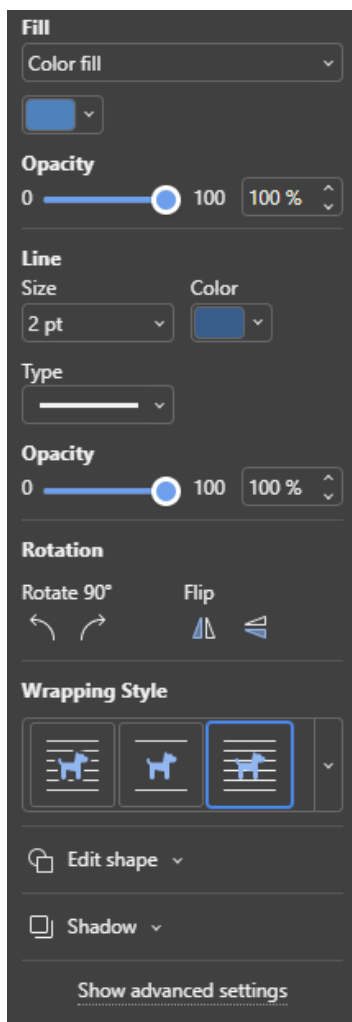
Other media

In addition to images, the document editor also supports other visual elements that can help structure and enhance your content.

Shapes

You can insert shapes directly from the **Insert** tab.

1. Open the **Insert** tab.
2. Click **Shape**.
3. Choose a shape from the gallery.
4. Click in the document to insert it.
5. Resize, move, or format the shape as needed.



Icons

Vector icons can be inserted in ONLYOFFICE, but they depend on the **Icons** plugin. Since ONLYOFFICE Doc 8.2, plugins are not installed by default, so this feature may not be available in

every OfficeDocs instance.

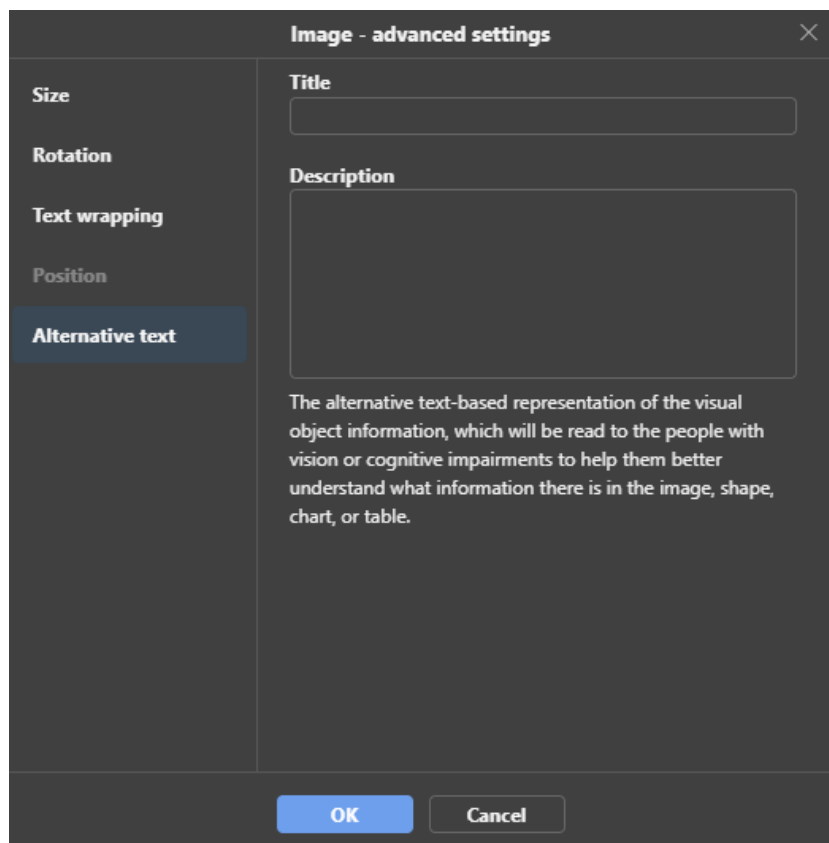
If the plugin is available:

1. Open the **Plugins** tab.
2. Select **Icons**.
3. Search or browse the icon library.
4. Insert the icon you want to use.

Alt text for accessibility

You can add alternative text to images to improve accessibility for users who rely on screen readers.

1. Select the image.
2. Open the image advanced settings.
3. Enter a title and description in the **Alternative Text** section.
4. Save the changes.



The screenshot shows a dark-themed dialog box titled "Image - advanced settings" with a close button (X) in the top right corner. On the left is a sidebar with five options: "Size", "Rotation", "Text wrapping", "Position", and "Alternative text". The "Alternative text" option is selected and highlighted in a darker blue. The main area of the dialog is divided into two sections. The top section is labeled "Title" and contains a single-line text input field. The bottom section is labeled "Description" and contains a multi-line text area. Below the text area, there is a paragraph of explanatory text: "The alternative text-based representation of the visual object information, which will be read to the people with vision or cognitive impairments to help them better understand what information there is in the image, shape, chart, or table." At the bottom of the dialog, there are two buttons: "OK" (in blue) and "Cancel" (in grey).

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