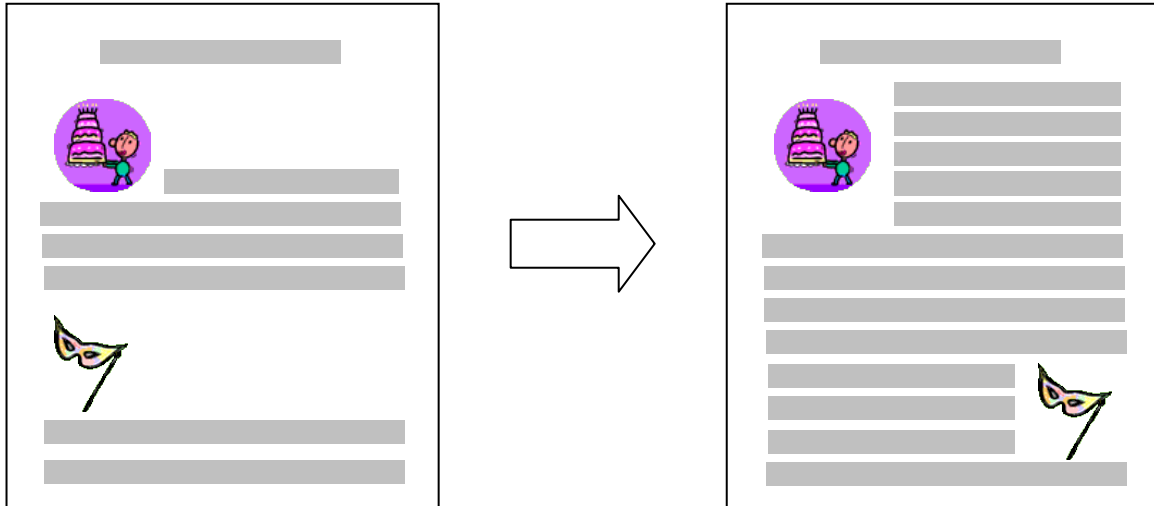# Wrapping text around a picture

Microsoft Word 2003

This improves the look of text and clipart together.

1. Click to select the image that you wish to wrap text around

2. Perform one of the following:

    *   Click on the **Text Wrapping** tool button if your **Picture Toolbar** is already displayed.

    *   **Double click** on the image (the centre part is the easiest)

    *   **Right click** on the image > select **Format Picture**

    *   **Format** > **Picture**

3. (**Format Picture** dialogue box appears) Make sure the Layout tab is selected > click the **Tight** option.
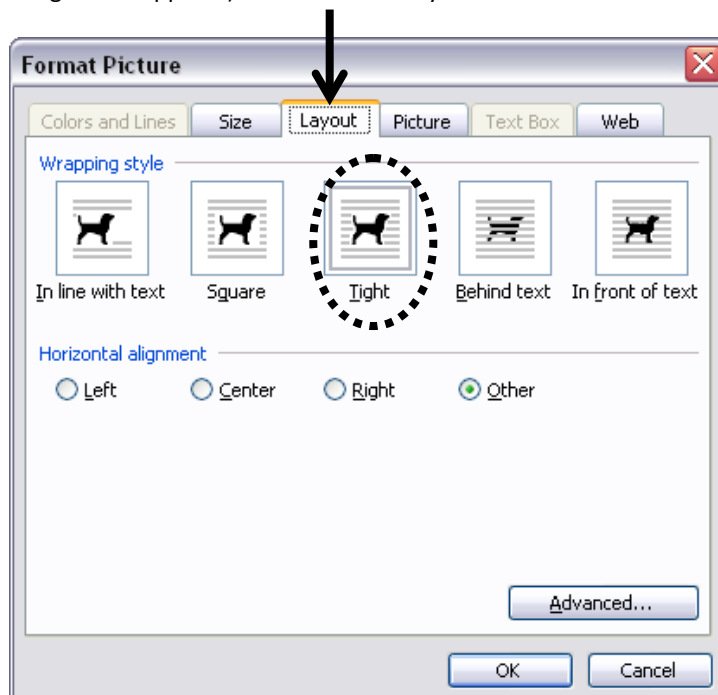
4. Click **OK**
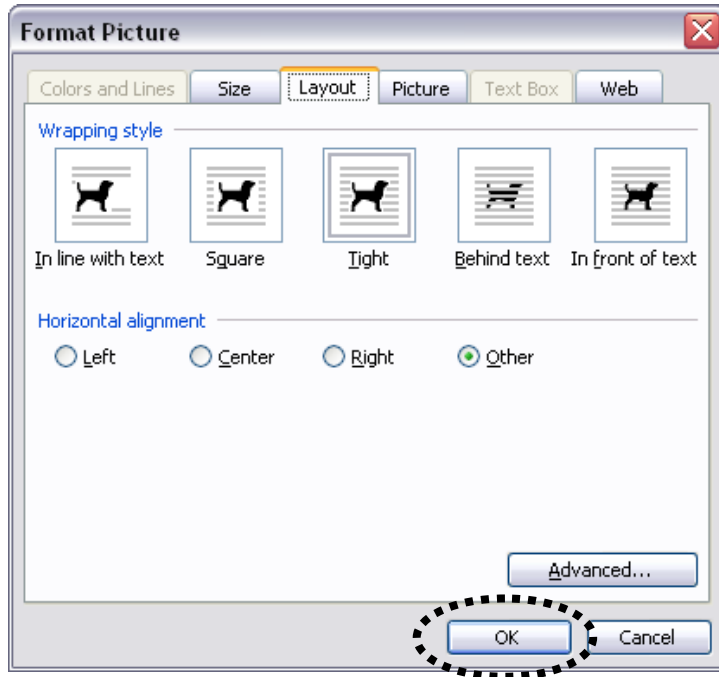
Wrapping styles

In Line with Text

The picture sits on the line and is a part of the text as if it is a single text character. This often creates a large gap between the top and bottom part of the text, depending on how big the picture is. If the picture is smaller, the gap is narrower.

Square

Text wraps around the picture in a square shape.

Tight

Text wraps closely around the picture, depending on the shape of the picture.
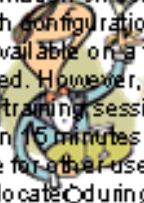

Behind Text

The picture goes behind the text. It is often hard to select the object and move it after you have moved to behind the text.

Use the **Select Object** toolbar in the **Drawing Toolbar** to select the image.

In Front of Text

The picture goes top on the text. Some of the text will be hidden by the picture.

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