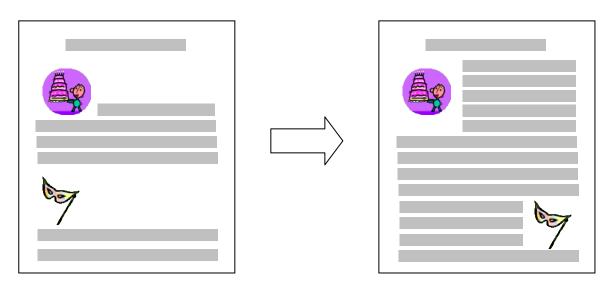


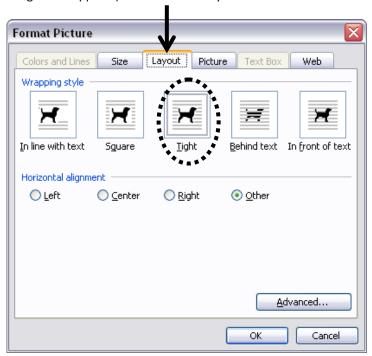
Wrapping text around a picture

Microsoft Word 2003

This improves the look of text and clipart together.

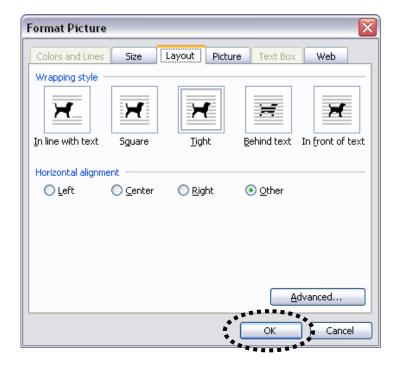


- 1. Click to select the image that you wish to wrap text around
- 2. Perform one of the following:
 - Click on the **Text Wrapping I** tool button if your **Picture Toolbar** is already displayed.
 - **Double click** on the image (the centre part is the easiest)
 - Right click on the image > select 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.

There are several wireless access points located throughout the Library. These allow students and

staff to connect to the Massey wireless networking services provided by Information Technology

Square

Text wraps around the picture in a square shape.

owstudents and staff to connect to the N ig services provide⊈ by Information Tecl e information on configuration and cove œ with configurat Desk. Co tion first come, first iot be reserved. eserve groups of ns. Any computers re than 15 minute ary staff and made Ofive Expre iere are are allocated during busy periods, typic. These express computers have a time li



Tight

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

e several wireless access points located These allow students and staff to connec networking services provided by Informa : For more O information o lf you need و ا assistand sk at the Informati ers are availabl red basis. They m r, Library staff ma ers for training so unattende :15 may be logged off by Library for other users. There are five Express ated during busy periods, typically in Ser

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.

re several wireless access points located. These allow students and staff to connect networking sovices provided by Informatic. For more information on configuration at assistance with configuration please astromputers are available on a first come, firly not be reserved. However, Icorary staff of computers for training sessions. Any colled for more than 15 minutes may be logg I made available for other users. There are assistance of locate of during busy periods: 1 & 2. These express computers have

In Front of Text

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

e several volleress access points located unoug These allow students \$\frac{1}{2}\text{hd staff to connect to the networking services provided by Information T :. For more information on configuration and co ranon please ask at th d assistance with g 6∰≊first come, first se omputers are av ry not be resegger if computers fo∰ sjons. Any compute led for more than smay be logged of l made available 🕻 🎉 ers. There are five: ers which are allocating during busy periods, typers 1 & 2. These express computers have a tim