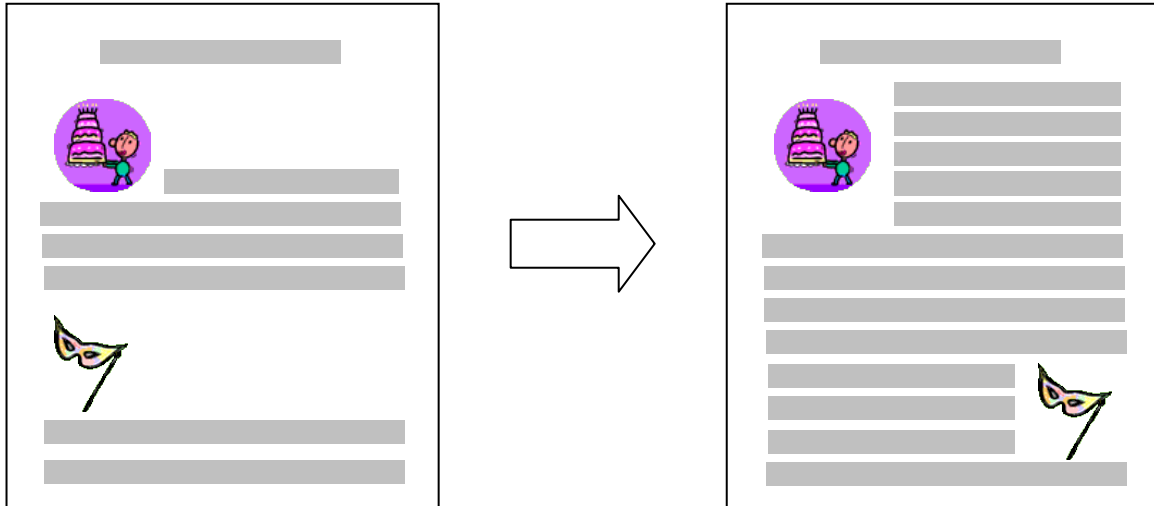



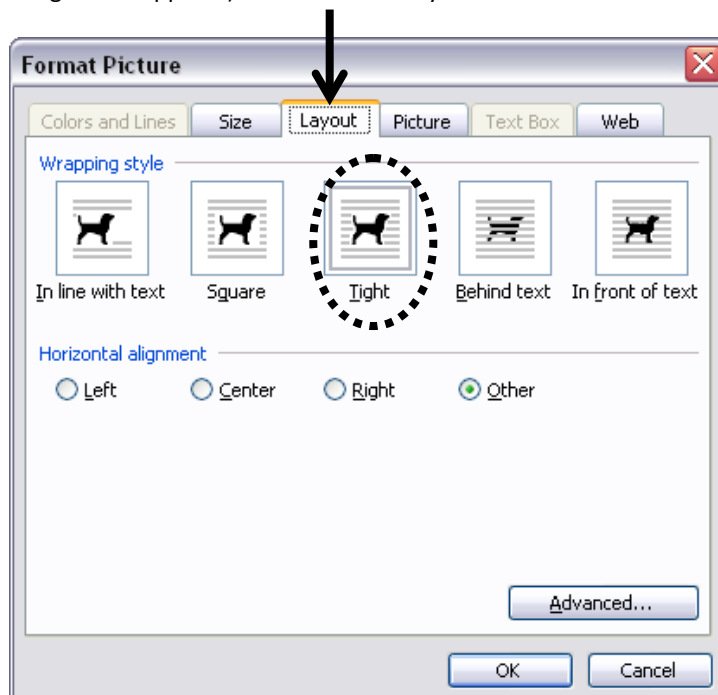
Wrapping text around a picture

Microsoft Word 2003

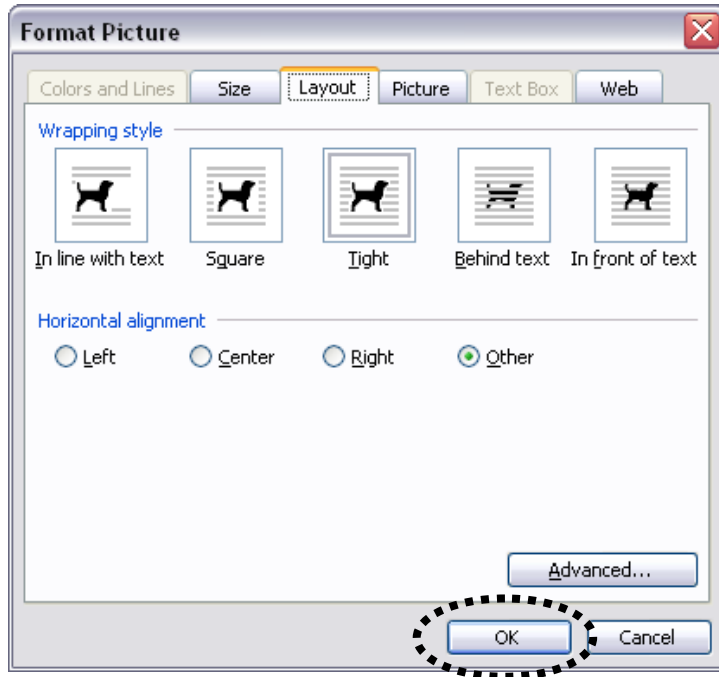
This improves the look of text and clipart together.



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.

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.

ow students and staff to connect to the h
ig services provided by Information Techn
e information on configuration and cover
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first
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eserve
rs. Any
re than
any staff
ere 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.

several wireless access points located
 These allow students and staff to connect
 networking services provided by Informa
 : For more information on configuration a
 d assistance with configuration please ask
 at the
 computers are available on a first come, fi
 ry not be reserved. However, Library staff
 of computers for training sessions. Any com
 puter logged for more than 15 minutes may be log
 ged off by Library staff. There are five Express
 computers which are allocated during busy periods, typically in Se

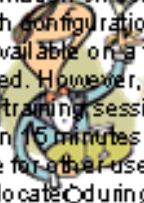


Behind Text

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.

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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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