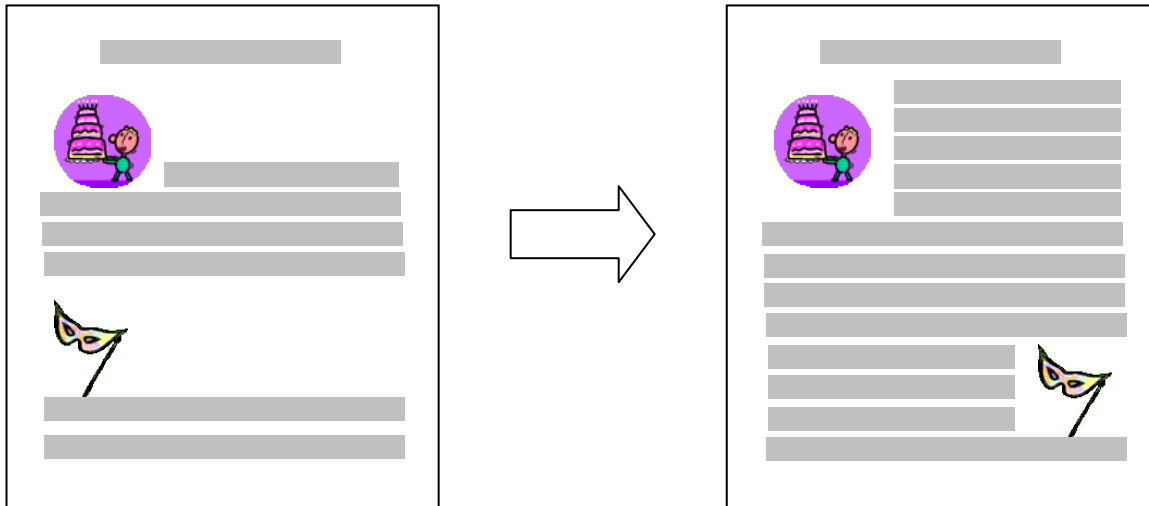


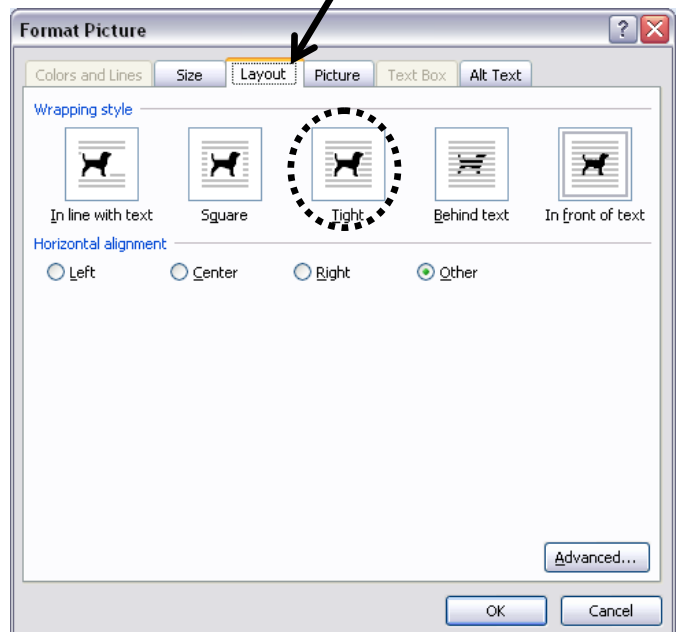
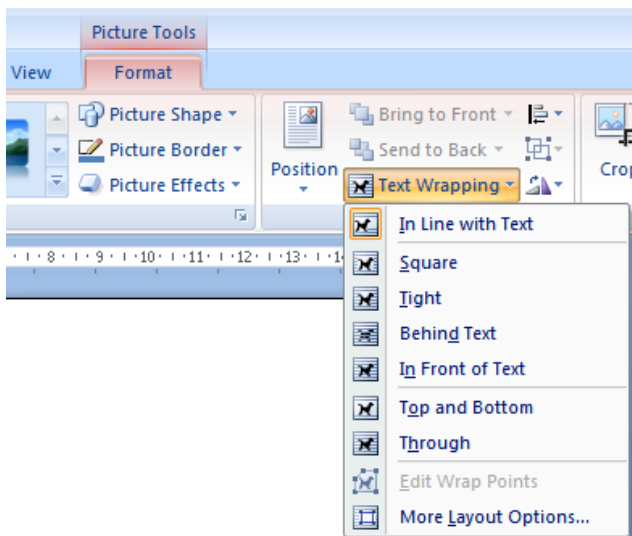
Wrapping text around a picture

Microsoft Word 2007

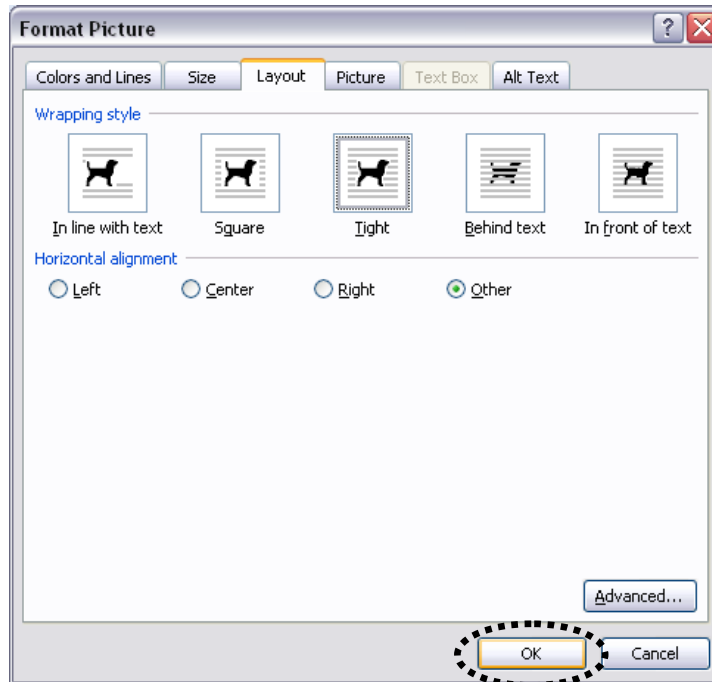
This improves the look of text and clipart together.



1. Select the image that you wish to have text wrap around.
2. Perform one of the following:
 - Click on the **Text Wrapping** button if the **Picture Tools > Format** tab is already displayed.
 - **Double click** on the image. (This will open the Picture Tools > Format tab.)
 - **Right click** on the image > select **Format Picture**
 - **Picture Tools > Format**
3. (**Format Picture** dialogue box appears) select the Layout tab > choose an option.



4. Click **OK**



Wrapping styles

In Line with Text

This is how Word puts pictures into documents by default

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.

For students and staff to connect to the high speed services provided by Information Technology, please contact the Information Technology Desk. Come, first come, first served. Groups of computers are reserved for 15 minute periods and made available for five Express computers during busy periods, typically during the afternoon. These express computers have a time limit of 15 minutes.





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
 assistance with configuration please ask at th
 computers are available on a first come, fir
 ry not be reserved. However, Library staff
 of computers for training sessions. Any comp
 led for more than 15 minutes may be logg
 l made available for other users. There ar
 ers which are allocated during busy periods,
 ers 1 & 2. These express computers have a tim



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 **Editing** toolbar in the **Home Tab** to select the image.

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 ers 1 & 2. These express computers have



In Front of Text

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

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