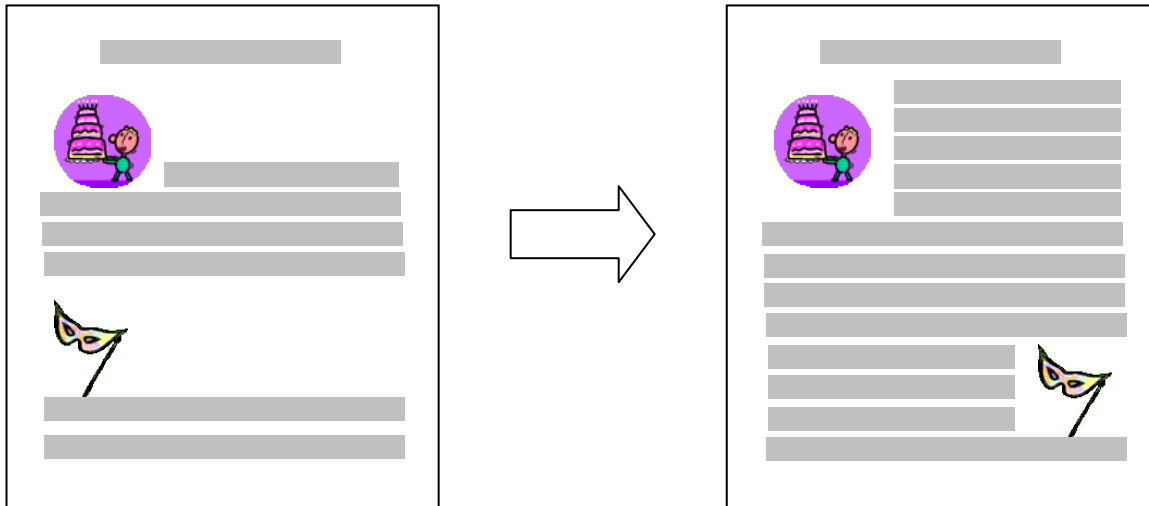# Wrapping text around a picture

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.
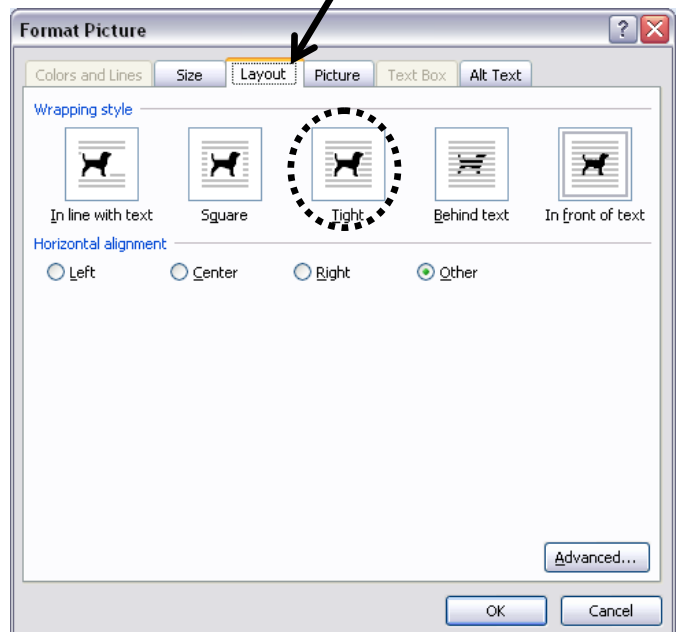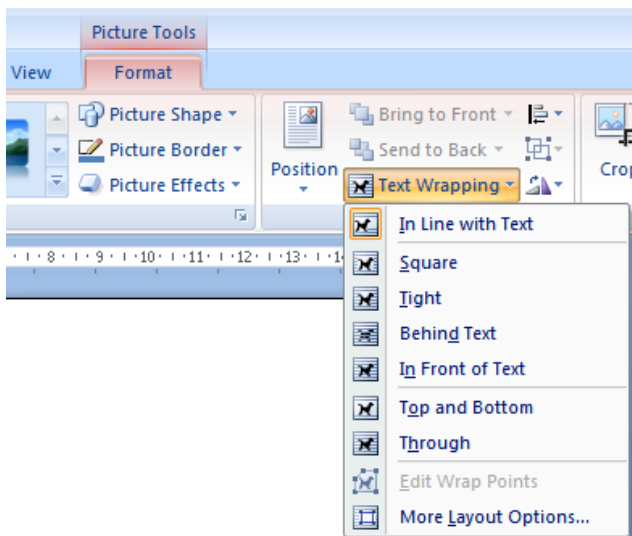
4. Click **OK**
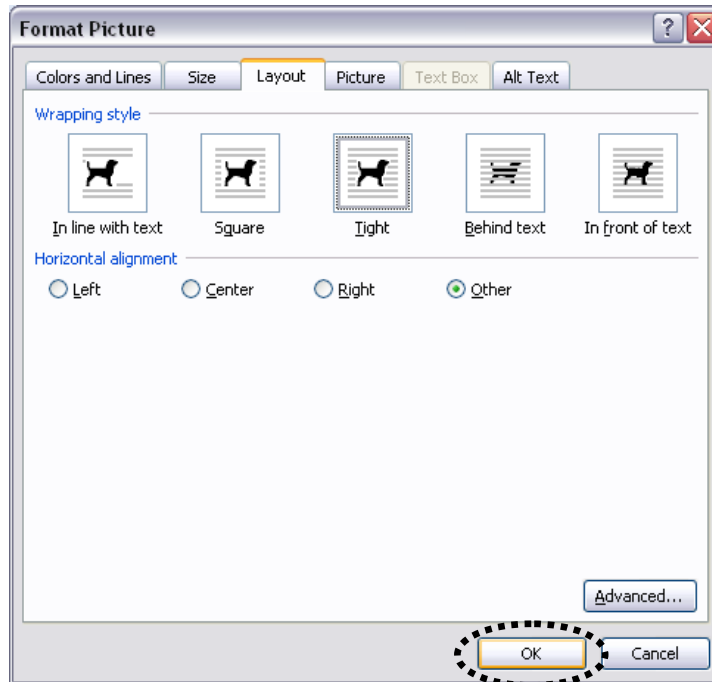
Wrapping styles

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.

![Massey University logo] **MASSEY UNIVERSITY**

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

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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