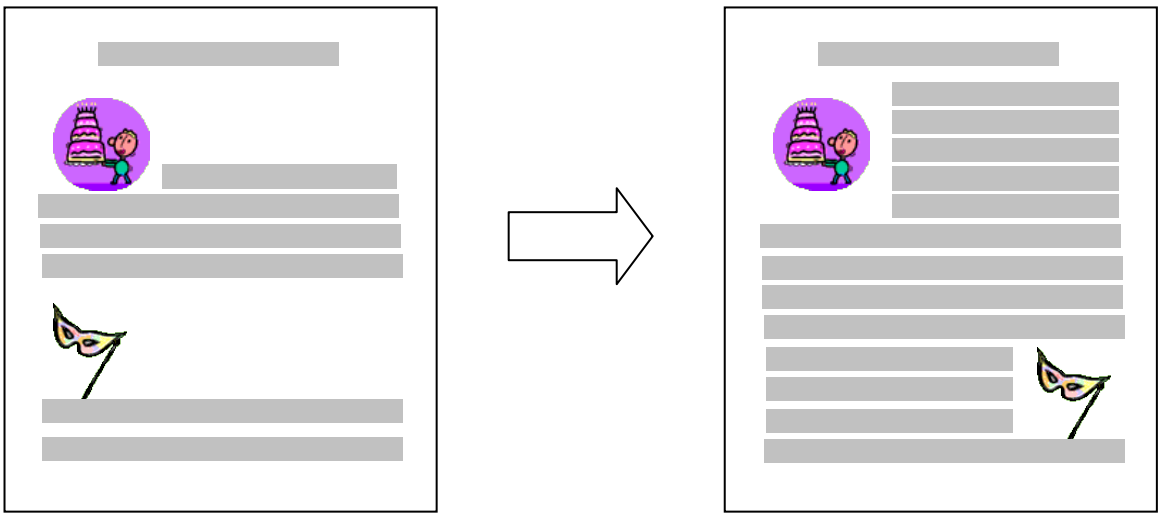
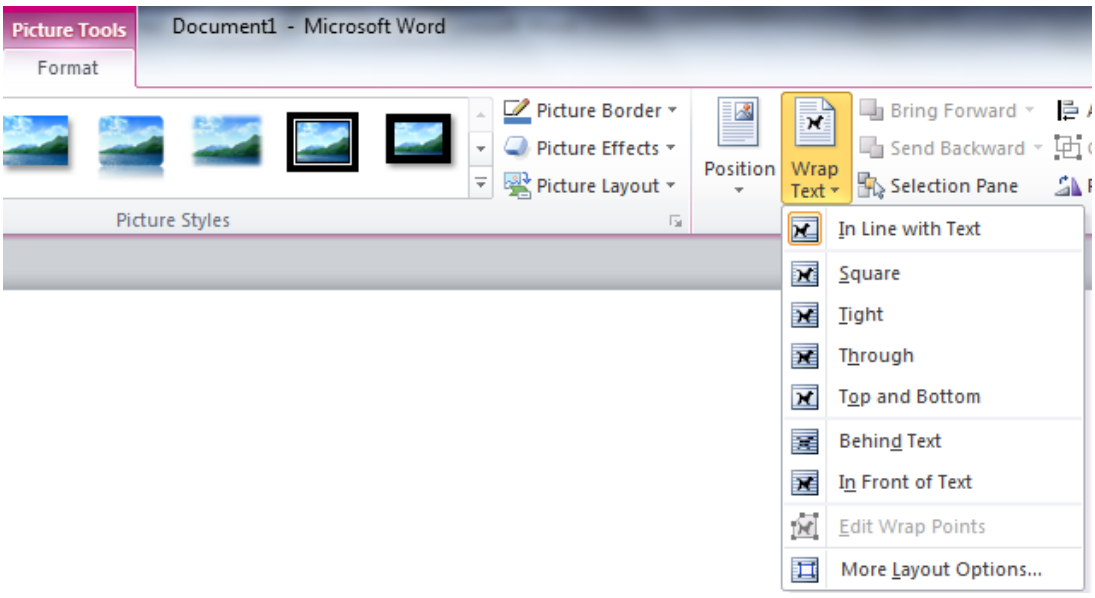
Wrapping text around a picture

Microsoft Word

This improves the look of text and clipart together.



1. Click to select the image that you wish to have text wrap around.
2. Perform one of the following:
   - Click on the **Wrap Text** tool button if the **Picture Tools > Format** tab is already displayed.
   - **Double click** on the image. (This will open the Picture Tools > Format tab.) and click on **Wrap Text**
3. Select the wrapping style you want to use

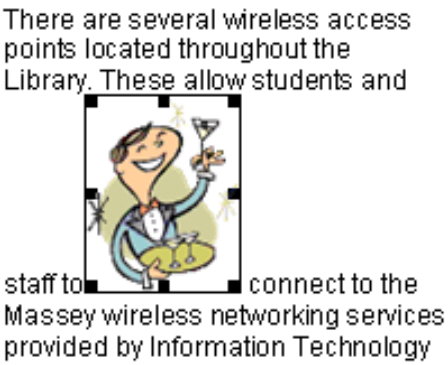


Wrapping styles

In Line with Text

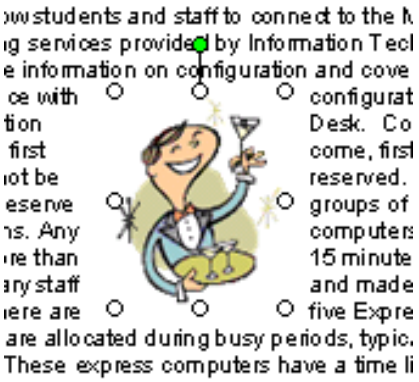
This is how Word puts pictures into documents by default

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.



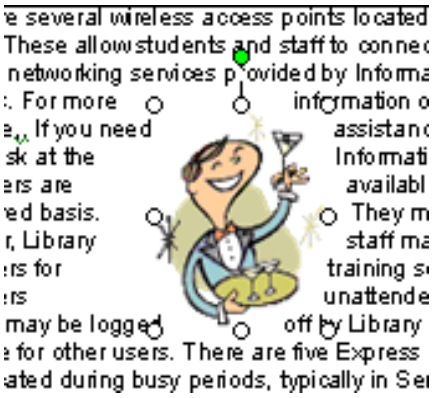
Square

Text wraps around the picture in a square shape.



Tight

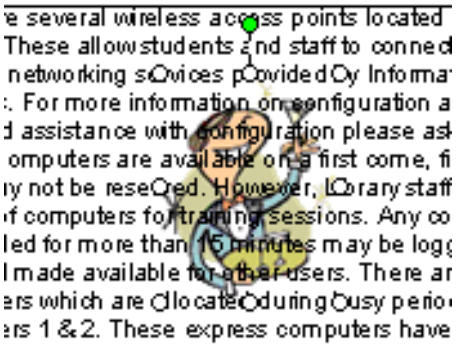
Text wraps closely around the picture, depending on the shape of the picture.

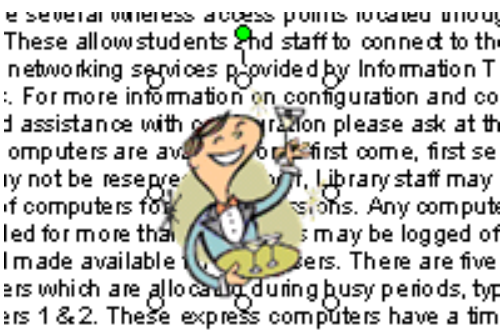


Behind Text

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 **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.