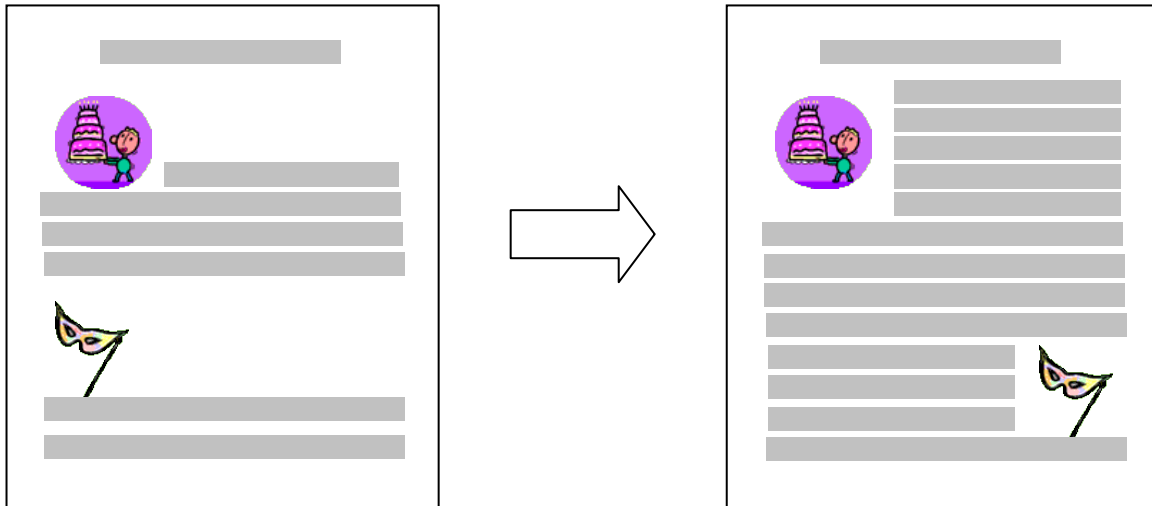


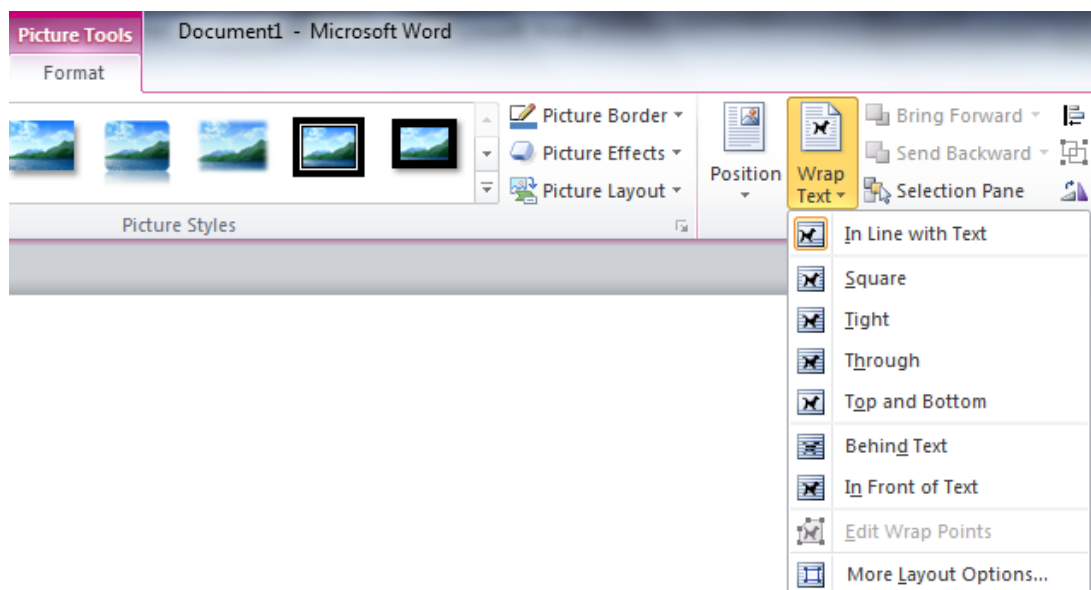
Wrapping text around a picture

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.

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 big services provided by Information Technology. For more information on configuration and coverage with configuration Desk. Come, first reserved. groups of computers 15 minute and made five Express are allocated during busy periods, typically. These express computers have a time li



Tight

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

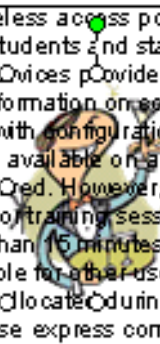
There are several wireless access points located throughout the Library. These allow students and staff to connect to the Massey wireless networking services provided by Information Technology. For more information on configuration and coverage with configuration Desk. Come, first reserved. groups of computers 15 minute and made five Express are allocated during busy periods, typically. These express computers have a time li



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.



There are several wireless access points located throughout the building. These allow students and staff to connect to the networking services provided by Information Technology. For more information on configuration and code assistance with configuration please ask at the computer lab. Computers are available on a first come, first served basis and may not be reserved. However, library staff may reserve computers for training sessions. Any computer reserved for more than 15 minutes may be logged out and made available for other users. There are five computers which are allocated during busy periods, types 1 & 2. These express computers have a time

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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