

Technology Tip

HOW TO WRAP TEXT AROUND PICTURES IN MICROSOFT WORD

In your Word document, click the image to select it. Click the Picture Tools tab at the top of your screen. It will be pink in color.



In the Arrange group, click Position. Under With Text Wrapping, click the location where you want to position the image.

Do one of the following:

- 1. If you click the <u>In Line with Text</u> option, your image stays with the text that comes before and after it.
- 2. Click **Square** to wrap text around the border of your image.
- 3. Click <u>Tight</u> to wrap text closely around a clip art image or an irregularly shaped picture.
- 4. Click <u>Through</u> and then click Edit Wrap Points to drag the wrap points closer to the image, so that text can fill in more of the negative space around the image.
- 5. Click **Top and Bottom** to place the image on its own line.
- 6. Click **Behind Text** to display the text over the image.
- 7. Click <u>In Front of Text</u> to display the image over the text.

can't believe that we haven't had snow days yet! Won't it be awesome if the summer break starts at the end of May? I know that I won't be going anywhere but, I have so many ideas and plans that I want to try to accomplish this summer before the next school year!

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