

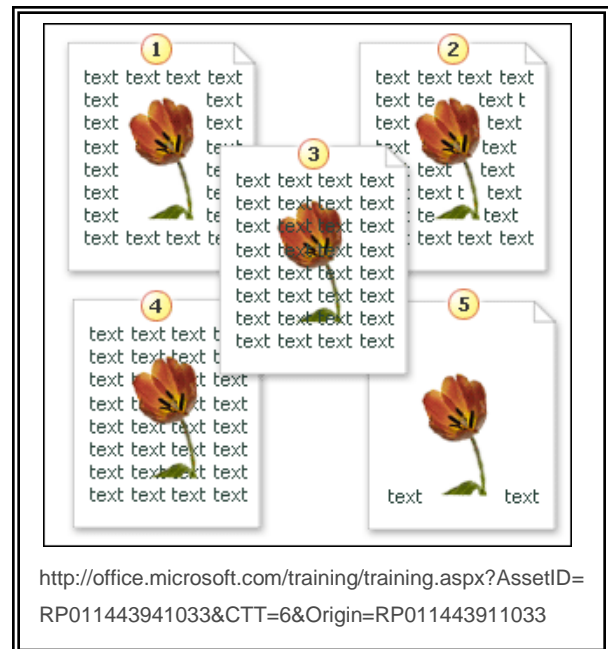
# Using Text Wrap

The **Text Wrap** feature allows you several options for positioning your images and objects in or around text.

By default, pictures, Clip Art and other graphics are inserted in Word 2007 documents as *In Line With Text*. There are several other options you can consider.

## Text Wrap options:

1. **Square:** text is wrapped squarely around the image
2. **Tight:** text is wrapped closely and completely around the image
3. **Behind Text:** the image is placed behind the text
4. **In Front of Text:** the image is in front of the text, blocking the text from view
5. **In Line with Text:** the image is in front of the text, blocking the text from view



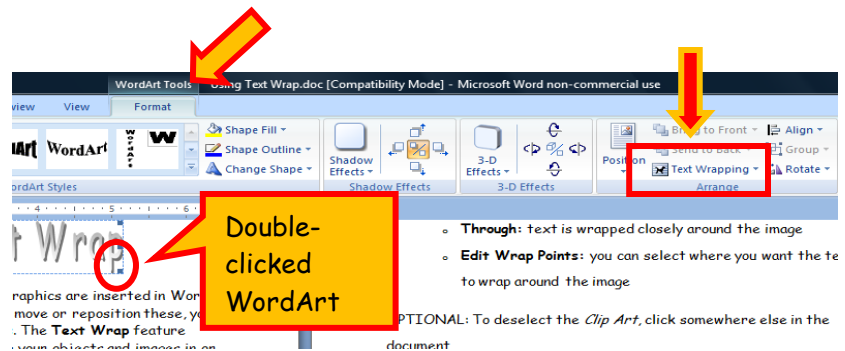
## Also:

- **Top and Bottom:** the image is placed between lines of text
- **Through:** text is wrapped closely around the image
- **Edit Wrap Points:** you can select where you want the text to wrap around the image

## Selecting Preferred Text Wrap:

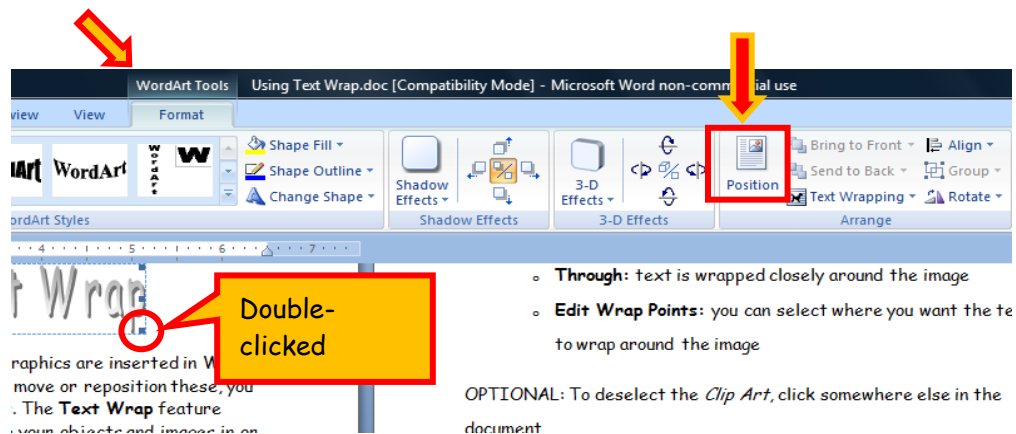
### Method #1:

1. Double-click on an inserted image or object in your document to have the special **WordArt Tools Tab** will appear.
2. In the **Arrange** group, use the drop down arrow to select preferred **Text Wrapping** style.



### Method #2:

1. Double-click on an inserted image or object in your document to have the special **WordArt Tools Tab** will appear.
2. In the **Arrange** group, use the drop down arrow to select preferred **Position**.

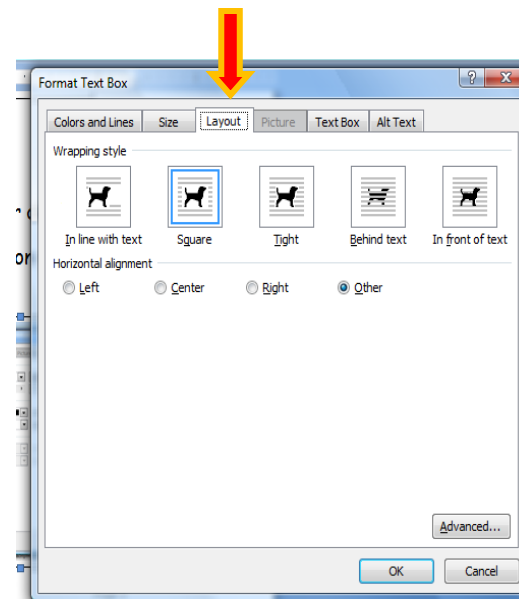


### Method #3:

1. Click on an inserted image or object in your document, activating the object handles. Right-click on your mouse.

*A Format Text Box dialogue box launches:*

2. In dialog box, select the **Layout** tab, and choose the preferred **Text Wrapping** style.



*NOTE:* To deselect an image or object, click somewhere else in the document.