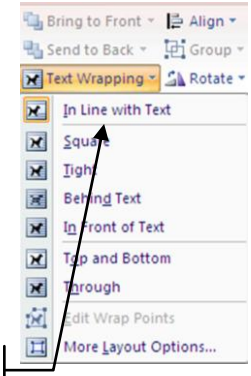
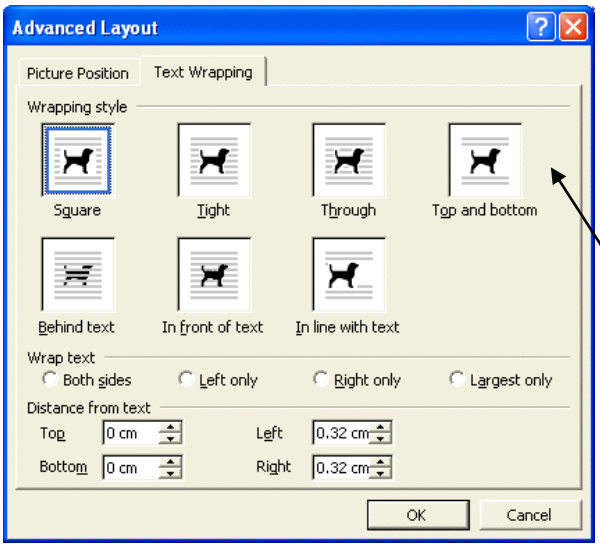
Microsoft Word 2007 – Position Pictures (Text Wrap)

When a picture is inserted into your Word document, its default placement is in line with your text. That is, Word inserts the picture where your cursor is, even though it may not be aligned properly with the text around it. If you want to reposition your picture precisely, follow these steps:

1. select the picture
2. on the **Format** tab, click **Text Wrapping** and then select a wrapping style of your choice i.e. **Square**
3. for accurate and detailed text wrapping, select **More Layout Options**
4. on the **Text Wrapping** tab shown below, click the **Top and Bottom** wrapping style or another style of your choice

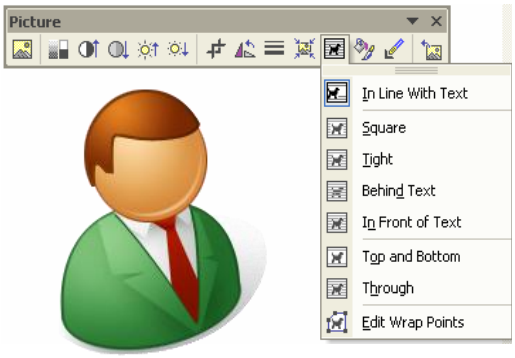


This picture is using **Square** wrapping.



This picture is using **Top and Bottom** wrapping. (No text to the left or right unless in a text box or callout, like this).

5. if you want to specify the picture's **Distance from Text**, specify the distance in the **Top**, **Bottom**, **Left**, and **Right** boxes
6. click the **Picture Position** tab to select the picture's horizontal and vertical placement, as well as other options



This picture is using **Square** wrapping

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