**Text Wrapping in Word**

This document will show you how text and pictures interact with each other in Word. This is important to know, so you can accurately decide what type of layout you need for the picture. You have several choices: Inline with Text, Square, Tight, behind text, in front of text, **top and bottom** and through. Which layout you choose will decide how the picture will line up with the word. I am going to demonstrate how each of the different layout choices will appear with pictures next to them.

The lighthouse has an inline with textlayout which explains why I can’t move the picture. j0286983 I added it after I typed the word picture. Now it is in line with the text I was typing at the time.

j0286983What about square? What will the lighthouse look like if I insert a picture and then pick it up and move it into the middle of a paragraph? That is just what I am going to do. What you will notice is that even though the picture doesn’t have squared off corners, Word is going to treat it like it does. When I move the picture into the middle of the text, the text is moved to make room and then wrapped around it squaring off the corners. You can see that the picture looks like it is actually surrounded by a white square of data. Give it a try!

j0286983This is what the picture and text look like when the layout is changed to tight. Word will move the picture into the text, and have it wrap tightly around the words. There will be no extra spaces like you get when you change the layout to square. Because the layouts can vary so much, it pays to learn how each choice works so you know what to choose to get the desired effect. Pictures are very important, and can make the difference in a document. I enjoy mixing pictures and words, and you will too once you get the hang of it. Remember you can also always choose a text box instead of free-floating words on the page. Then you have more control over the size and shape of your words.

**j0286983Top and bottom** is another layout choice for pictures. I never seem to use it much. I prefer square or tight. But give it a try and think of when you might want to use something like it. Remember – this is top and bottom. Do you think you might use this layout?