

11 Pictures + Text Wrapping

Introduction

Adding **pictures** to your document can be a great way to **illustrate important information** or add **decorative accents** to existing text. Used in moderation, pictures can improve the overall appearance of your document.

 **Play the video by clicking the link below:**
[Pictures + Text Wrapping](#)

Exercise 11

Using the sample as a guide, follow the directions below to complete the exercise.

- Open the **Corn on the Cob.jpg** file
- Save the file in you Pictures Folder:
File > Save As > Pictures
- Name your file by typing in the *File Name* box:
Word 11 Picture Folder Corn on the Cob
- Repeat with the other 2 pictures (inserting the name of picture where appropriate).
- Open **Word 11 Template PICTURES + TEXT WRAPPING**
- Save the file in your Documents Folder:
File > Save As > Documents
- Name your file by typing in the *File Name* box:
Word 11 YourFirstNameLastInitial PICTURES + TEXT WRAPPING
Save as type: Word Document
Click **Save**

Scroll down to Page 2

- Click the Cloud and Sun graphic. **Move** your mouse to the edge of the box that surrounds the graphic.
- When you see the **cross/arrows symbol** which is the **Move tool**, click, hold and drag the graphic to move it beside the paragraph **Memorial Day Barbecue**.

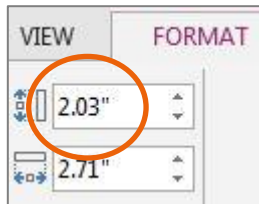


Insert a picture from your computer:

- Place the cursor before the First paragraph *Join us Saturday, April 7...*
- On the **Insert Tab**, click the **Pictures** Icon.
- You will now go to the folder where the pictures are filed:
click **Word 11 Picture Folder Pool**.
click the **Pool image** and click **Insert**.

When you **insert an image** into your document, it will stay selected.
You will see a frame with little boxes around it. To **select** and **de-select** images,
hover your mouse over the image and click.

- With the pool image selected, re-size it by **typing 2.03** in the height sizing box located in the Picture Tools Format Tab. Press **Enter**.



Note: Another way to re-size an image is to click and hold a corner handle on the border of an image. Drag your mouse diagonally toward the center of the image to make smaller or drag diagonally outward to make the image bigger

- With the photo selected, left click the **Layout Options** icon to the right of the photo. The **Layout Options** button gives you quick access to change how your image interacts with the rest of your document.

- Read the various **layout options** below to become familiar with them:

Floating Images allow for various text wrapping styles to control the way an image interacts with the text in your document.

The image will stay **relative to the page** – in other words, it will stay on a certain spot on the page it's anchored to, like the in the top right corner.

In Line - you image will not move. It acts like a big oversized text character. To move it, you have to cut it and paste it somewhere else in the document.

The image will stay **relative to the text** – in other words, move up and down on the page along with the text where it is anchored.

- Under **With Text Wrapping**, hover your mouse to preview the layout options. Left click **Square** to allow the text to run around the photo
- Click **Fix Position on Page**. This allows the image to stay in a certain spot on the page. Click the X to close the pop out window.
- **Adjust** the position of the photo to match the sample: Move your mouse to the edge of the box that surrounds the image.
When you see the cross/arrows symbol, click, hold and drag the image to move it.

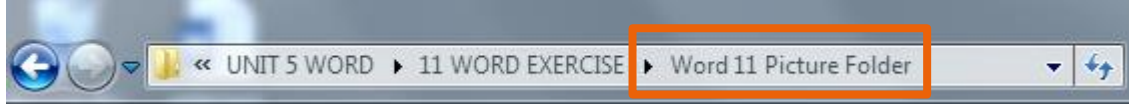


*Note: Dragging a center side handle will stretch or squish an image. Images of **people** + **logos** should never be distorted.*

Insert another picture from your computer:

- Place the cursor at the end of the Barbecue paragraph.

- On the **Insert Tab**, click the **Pictures** icon.
On the top of the pop out window you will see the **path** of the folder you are in. You will most likely be in the last folder you opened, the Word 11 Picture folder.



- Click the image **Corn on the Cob** and click **Insert**.
Only If you did not automatically go to the Word 11 Picture Folder and inserted your Corn on the Cob picture, you will have to click through the path to get to the picture folder:
click **Word 11 Picture Folder**.
click the image **Corn on the Cob** and click **Insert**.
- Click the **Layout Options** icon next to the photo.
- Under **With Text Wrapping**, left click **Square** to allow the text to run around the photo. Click **Fix Position on Page**. This allows the image to stay in a certain spot on the page. Click the X to close the pop out window.
- Move** the photo down to the bottom of the page and to the left to match the position shown in the sample.
- Pull** the middle handle on the right side of the photo until it stretches to the right edge of the page.

This is a good example of a photo that can be stretched (distorted) without looking weird.

Scroll to Page 1

Insert another picture from your computer:

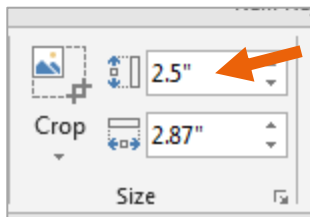
- Place the cursor before the first Paragraph "Residents are raving..."
On the **Insert Tab**, click the **Pictures** Icon.
- Again, on the top of the pop out window you will see the path of the folder you are in. You will most likely be in the last folder you opened, the Word 11 Picture folder.
- Click the image **Keyboard** and click **Insert**.

Only If you did not automatically go to the Word 11 Picture Folder and inserted your Keyboard picture, you will have to click through the path to get to the picture folder:

click **Word 11 Picture Folder Keyboard**.

click the image **Keyboard** and click **Insert**.

- Type 2.5** in the height sizing box located in the Picture Tools Format Tab.
Press **Enter**.



- With the photo selected, left click the **Layout Options** symbol to the right of the graphic.
- Under **With Text Wrapping**, left click **Tight** to allow the text to run tightly around the graphic. Click **Fix Position on Page**. This allows the image to stay in the spot where you place it on the page, not to move with the text.
- Click** the X to close the pop out window.
- Move** the image to the right side of the paragraph as shown on the sample.
- Save your assignment and email it to your instructor.**