Office

Word: Working with Images

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1.0 Hour

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Text Wrapping

The default text wrapping for an inserted image is **In line with text**. It treats the image like it is a giant letter. You can change the default under the Word Options, found at the bottom of the **File** menu.

In the **Advanced** section, look for the **Cut, copy and paste** group.
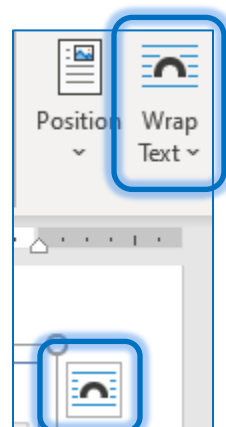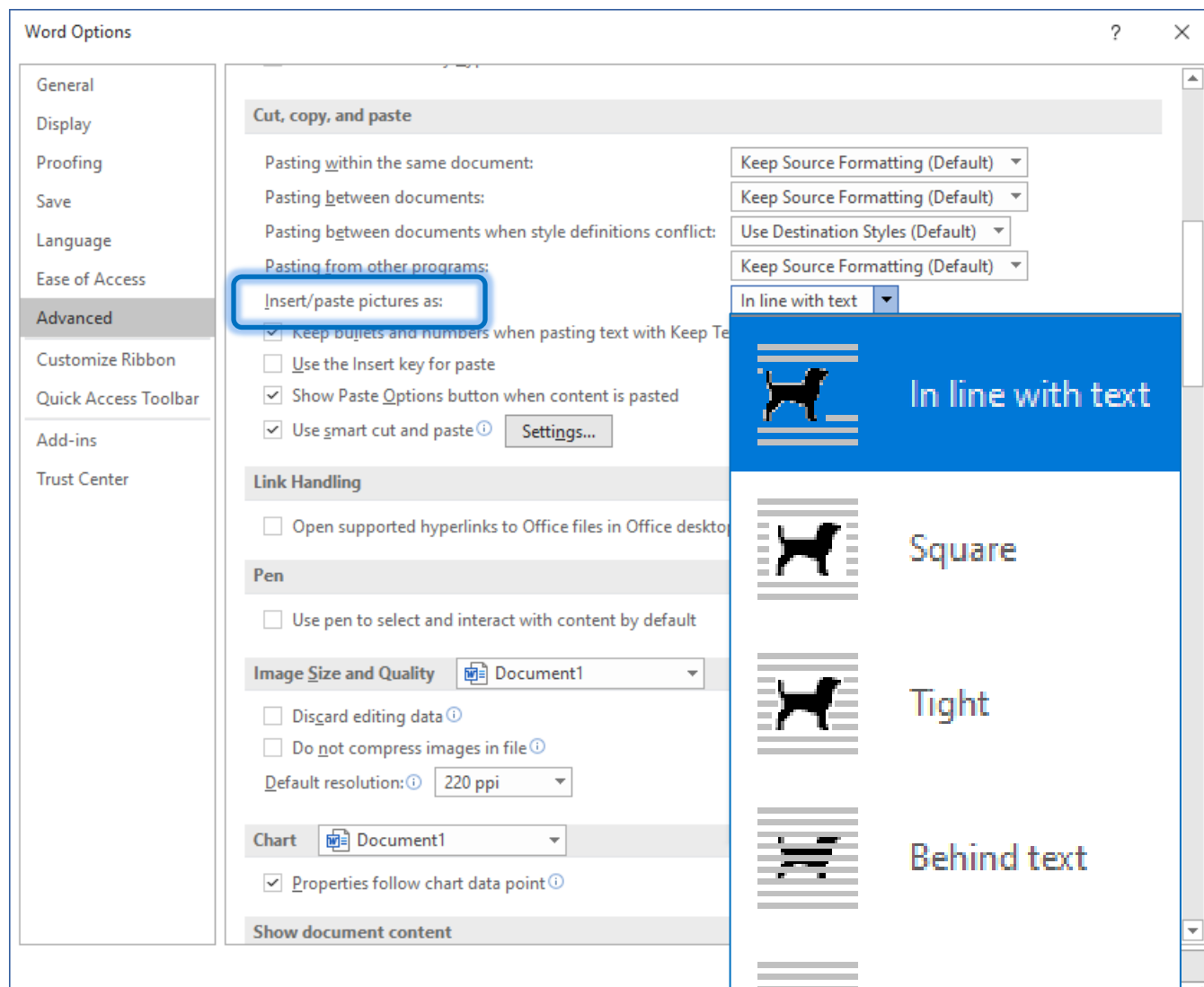
You can change the text wrapping at any time from the **Wrap Text** tool in the ribbon or from the quick layout button that appears at the side of the selected image.

All the Text wrapping options can be found in the image **Layout** window. You can open this by right-clicking on the image and choosing **Size and Position** or by choosing **More Layout Options** under the **Wrap Text** menu in the ribbon.
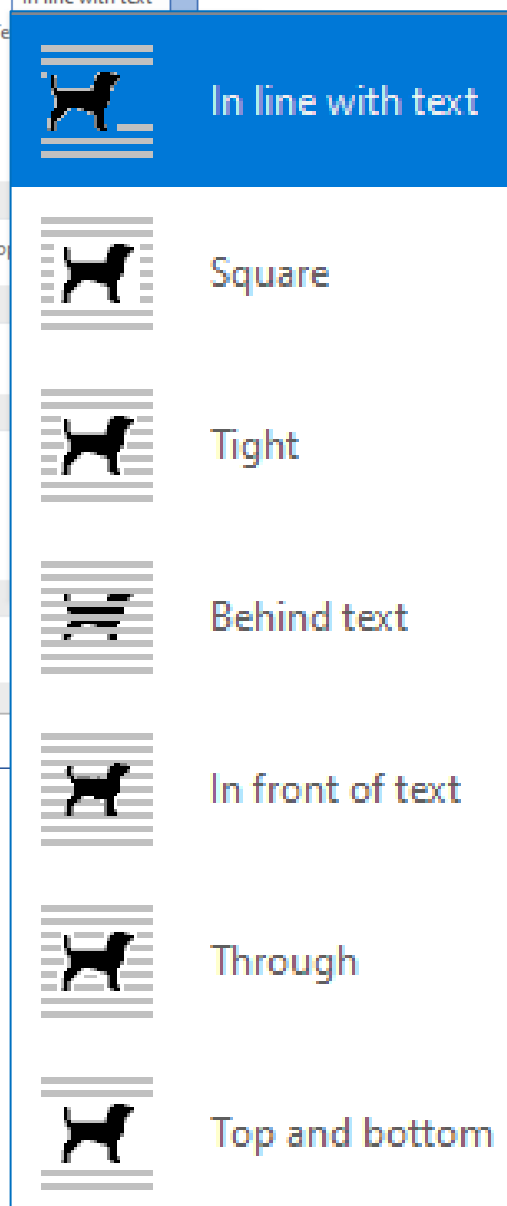
Text Wrapping from Word Help

Text wrapping lets you set how a shape or picture interacts with the surrounding text.

<u>Wrapping Style</u>

In line with text - Puts the picture or shape on a paragraph, just like a line of text. It moves with the paragraph when you add or remove text. You can move the picture or shape to other lines as you can with text, but you're it is limited to the extent of the line.

Square - Wraps text around the picture or shape in a square pattern. If the picture tapers, like a triangle, the text on either side all has the same border. You can position the object randomly on the page and the text will fill around it.

Tight -Text wraps at a consistent distance between the edge of the picture or shape and the text. The text follows the shape. You can position the object randomly on the page and the text will fill around it.

Behind Text - Puts the picture or shape behind the text and doesn't wrap the text around it. Once behind the text, you may have difficulty trying to select it. Go to Layout > Selection Pane and then choose the picture or shape from the list to select it.

In Front of Text - Puts the picture or shape on top of the text. The text does not wrap, so some of it may be blocked, depending on the transparency of the image.

Through - Acts much like Tight, except that you can change the wrap points so that text can fill in the spaces between elements in an image. If the image or shape does not have any spaces, then text wrapping works just like Tight.

Top and Bottom - Wraps text on the top and bottom of the picture or shape, and does not put any text along the edges, regardless of how narrow the picture.

<u>Wrap text</u>

These commands control whether text wraps around an image on both sides, left, right, or wherever the largest distance between the image and the margin.

<u>Distance from the Text</u>

You can enter custom values for the distance between the text and the image. You can set distances for the Top, Bottom, Left, and Right.
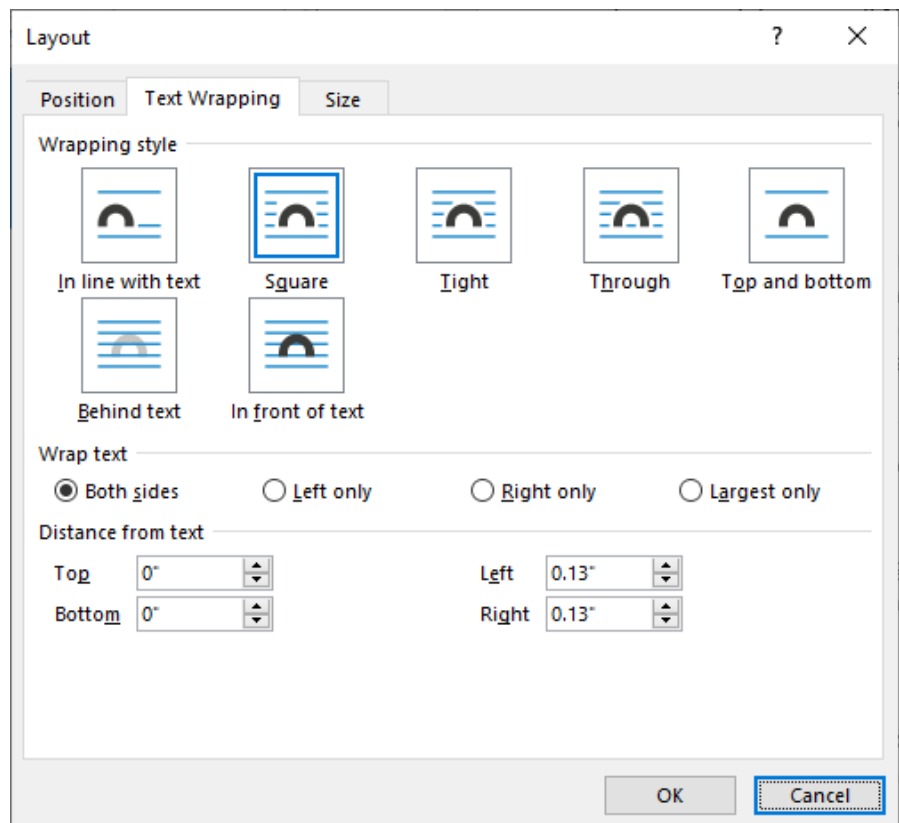
Edit Wrap Points

To edit wrap points, select the image or shape, and go to **Wrap Text** and select **Edit Wrap Points** from the text wrap menu. The points on the outline can be moved to let you adjust where the text will wrap.

Move the wrap points so that the text fills in around the picture. While you can't add points, you can slide them around to fit how you want the text to wrap.
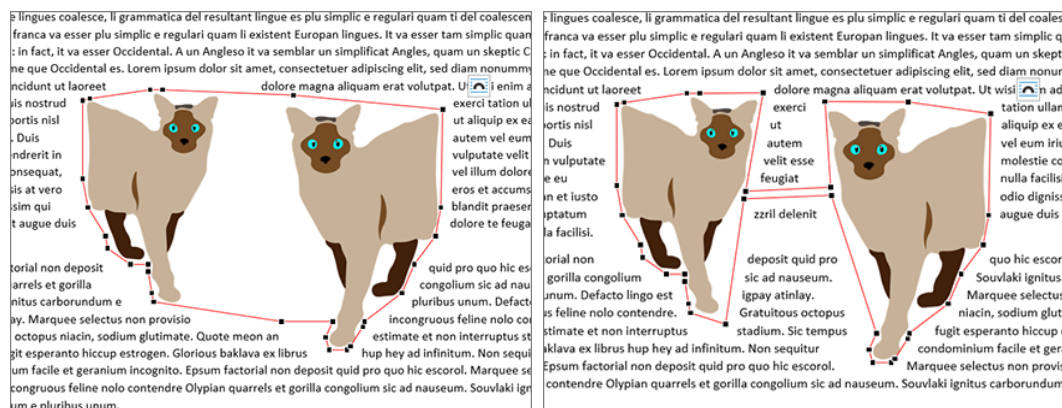
Image Placement

The position option will align the image to the margins, but you can also align to the page or other images. If the align menu is greyed out, or you cannot select multiple images/shapes (use the shift key to pick up more than one image), you are probably still **In line with text**.

Aligning Images

If you only have one object selected you will only be able to align to your working area. If you have multiple you'll have the ability to align to the selected objects. You can change the option by choose "Align to Page" or "Align to Margin".

If you have three or more objects selected you will be able to **Distribute Horizontally** and **Vertically**. This tool will make the space between the selected objects the same.

If you want the objects to be aligned along the top and along the bottom, they will need to be the same height. There is not a "size to tallest/widest" option. You will need use the resize option to make them all the same.

Position

On the Format or Picture tab in the Ribbon you will find the Position button. These options will set the image or shape with a square wrap and set the align to Margin setting to your choice.
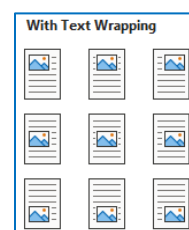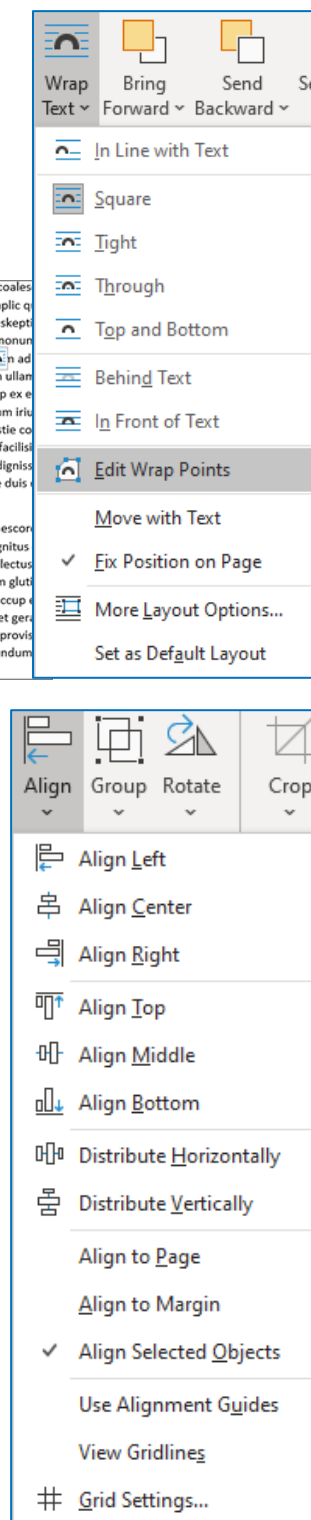
Stay Still!

Move object with text

When you click on an image, the layout button appears in the upper right-hand corner, just outside the image. From here you can change the wrap text, and you can tell the image to stop moving with the text.

The **fix position on page** should keep the image from automatically shifting location as you add and remove to your document. This option is called **Move object with text** in the Layout window.

Anchor

When you click on an image, there should be a little anchor in the left margin of the page. ⚓

In PowerPoint, shapes and images float like stickers on the screen. In Word, they are anchored to a paragraph. As you drag the image around the page, watch the anchor jump to different paragraphs. If the paragraph the image is tied to is deleted, or moved to another page, the image will follow.
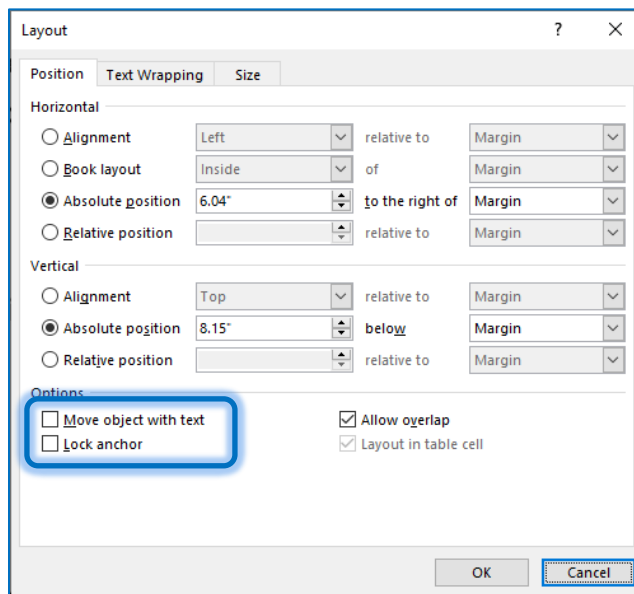

To stop the anchor from tying itself to the closest paragraph you can Lock the anchor. Open the Image Layout window from the Wrap Text menu (*see more*)or by right-clicking on the image and choose **Size and Position**.

In the bottom left of the Position tab you can **Lock Anchor**. You should see a padlock on the anchor. 🔒
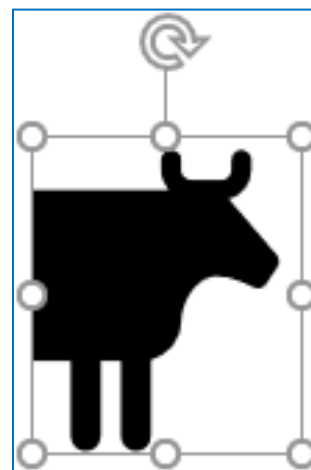
Cropping

Cropping an image allows us to "hide" edges of the image. Crop is found on the right-click menu and on the Format Picture tab in the ribbon. When you turn the tool on, the edges and corners turn into flat thicker lines. Drag the cropping lines to change the edges of the selected image, press enter or click outside the image to accept.
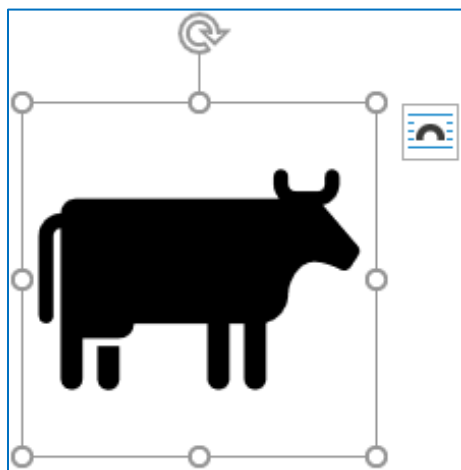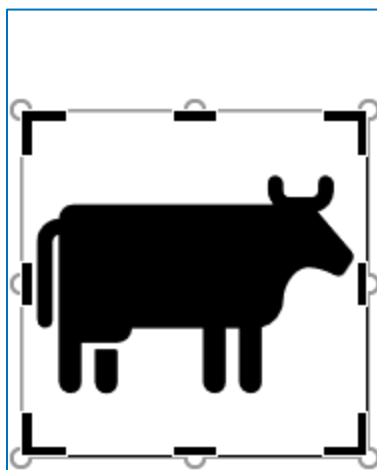

Selected   *Cropping*   *Cropped*

Fitting in a shape

You can create a drawing object using the Shape option on the **Insert** tab. Once a shape is created you can insert a picture from the **Fill** menu on the **Format** tab.

To modify the image while it is in the shape you should turn on the Crop tool, then you can hover over the image in the shape to get a four-way arrow. This should allow you to move the image inside the given shape. If you are careful you may be able to drag the small white circles to resize the image inside the shape. If you have issues, try changing the zoom to make the image and shape larger.

The format picture pane will offer more detailed formatting and cropping options. Right-click on an image or shape and choose **Format Picture/Format Shape** to open the formatting pane on the side of the window. Under the Picture options, open the Crop section.
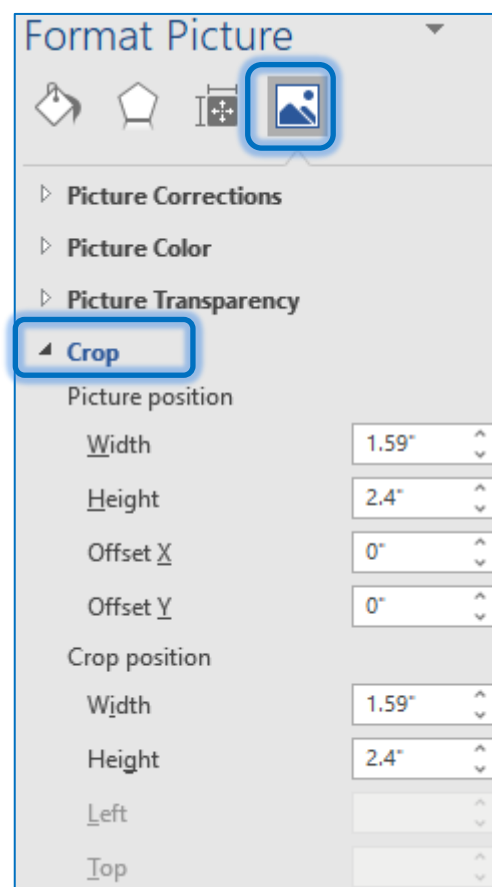
Cropping in SmartArt Graphics

The **SmartArt** tool can be found on the **Insert** tab. You can add images to many of the layouts found in the SmartArt window. Often those images will not fit. Use the cropping tool to modify the placement and size of the image inside the predefined shape. Click on the picture icon and find the image you want to see. Ensure the shape is selected and turn on the **Crop** tool. If you are going to use the mouse, you will need to turn it on each time you choose a shape.