

Text Wrap Graphics

Using MSWord 2000

While creating a document, you may insert a graphic and have the text form itself tightly around the picture.

1. Create text document. Place the cursor where you wish a graphic inserted, click INSERT on the menu bar and click Picture. You may then select the particular graphic from a file, a scanner or a camera. Locate the graphic and doubleclick to Insert. Click once on the picture to select it, then click FORMAT on the menu bar.
2. Select Picture on the dropdown list.
3. Click the Layout tab.
4. Select Tight

The picture will then be surrounded by the text, tightly wrapped.

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