

Graphics in Text

1. Insert a TEXT BOX (Insert on the menu) where you want the picture to appear in the text document.
2. Insert the picture into the text box.

The text in the document should wrap around it and the picture will remain in the document and return when the document is reopened. Also, you can drag the text box anywhere in the document.

Note:

MS Works does not do a good job of formatting when pictures are involved and are a part of the text rather than in a text box. The only way that can be done and done well is to copy the whole document and paste it into Word. Another way in MSWorks is to make a picture page that is separate from text with the titles under the pictures.

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