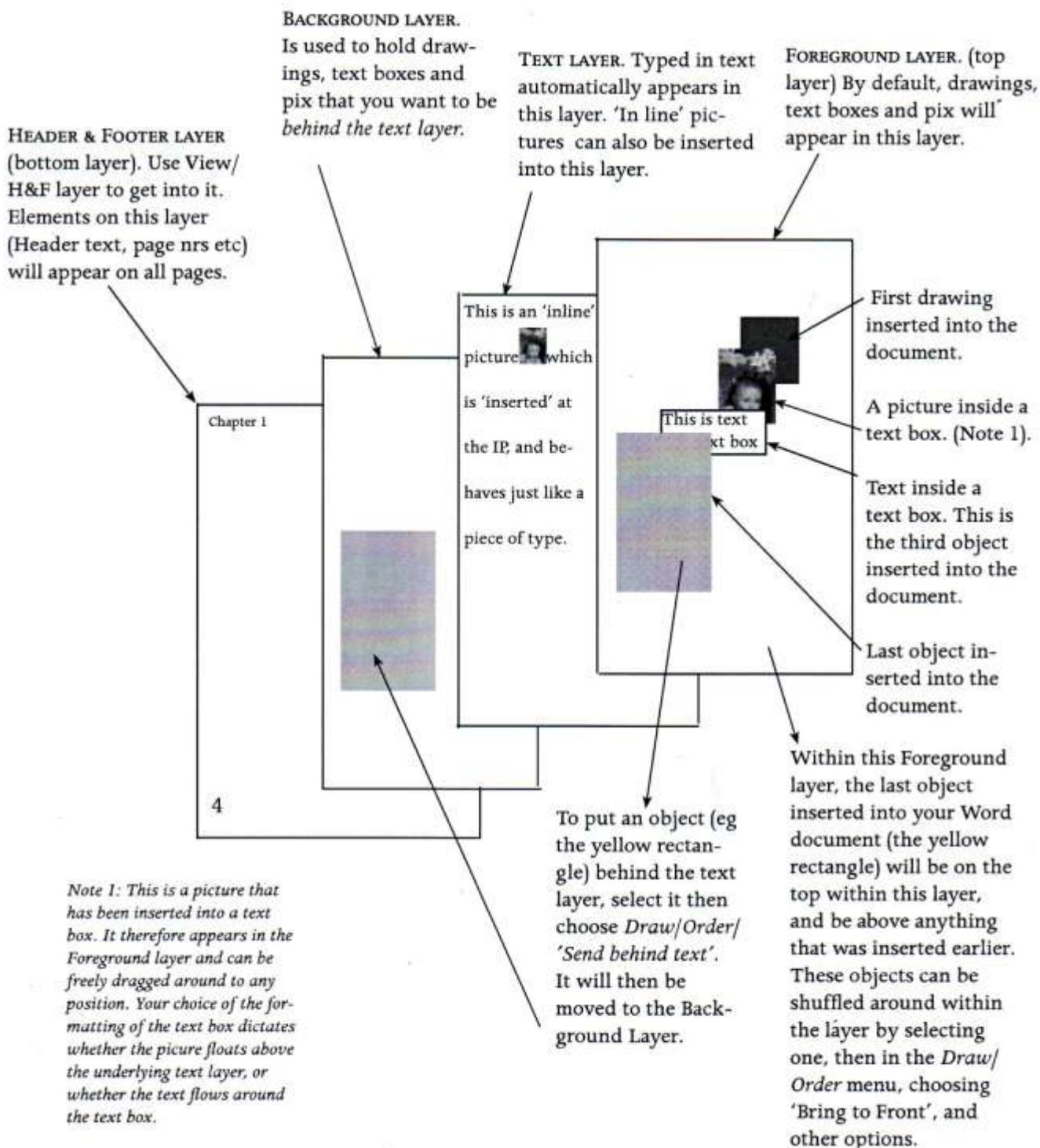
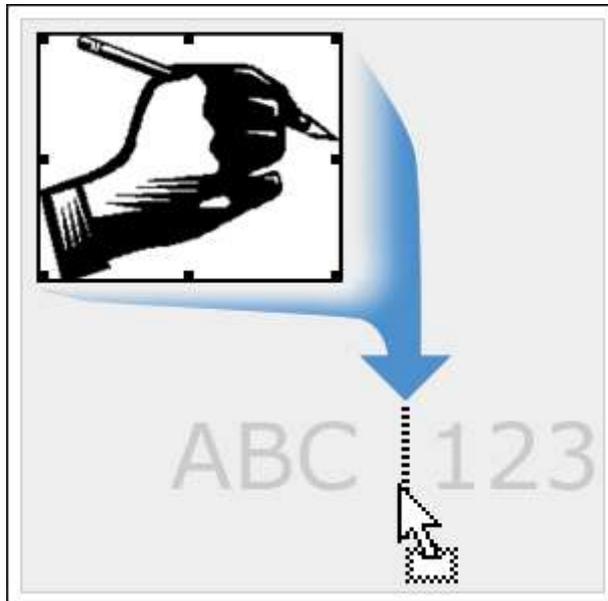


Word's Layers

Word has four transparent layers superimposed on each other. Objects in a lower layer will show through to the top if there is nothing hiding them in an upper layer.



Position a graphic within text



Use the insertion point to guide you when inserting graphics.

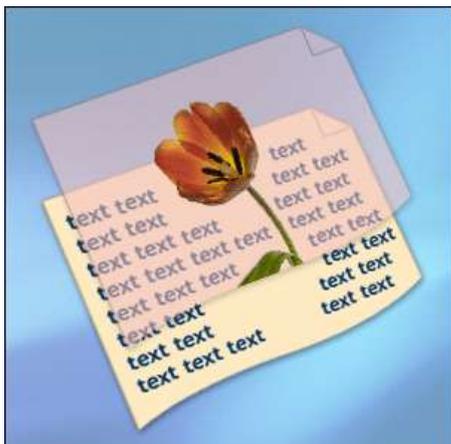
COURSE TEXT

You position a graphic within text (for example, between words or paragraphs) the same way you position it elsewhere, by dragging it. As you drag, let the special insertion point guide you (as shown in the illustration on the left).

By default, the graphic (and also the drawing canvas) acts like a text character, in that it moves with the text; if you insert an extra line of text before the graphic, the graphic will move down a line. This type of graphic is known as an **inline** graphic.

Keeping an inline graphic in place depends on the text around it. If you add or remove text above the graphic, it will move. Though if you want, you can also fix a graphic's position independent of surrounding text, as you'll see in the next lesson.

Floating graphics and keeping them in place



A floating graphic exists on a different layer from text.

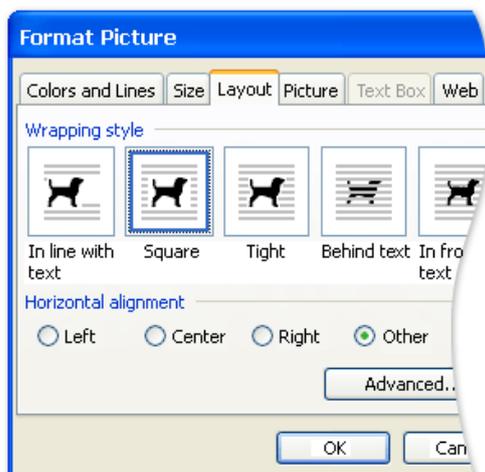
COURSE TEXT

Keeping your graphic exactly where you want it involves specifying how the graphic and text interact. The first step in understanding this process is knowing about **floating** graphics.

In your Word document there are multiple layers, including a text layer and a graphics layer. Text and objects that act like text, such as inline graphics, reside in the text layer. By contrast, a graphic that resides in the graphics layer can be moved independently of the text.

Once you have a floating graphic, there's a vast array of positioning options available to you.

Create a floating graphic



Change text-wrapping options on the **Layout** tab.

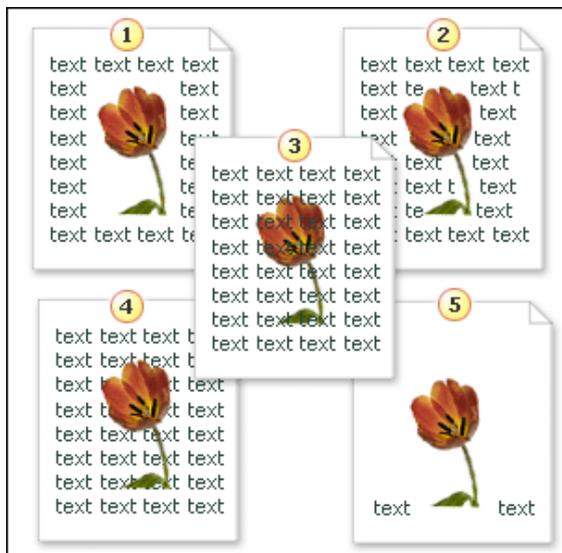
You can change a graphic from inline (acting as a text character) to floating by changing the text-wrapping style; any wrapping style other than **In line with text** will create a floating graphic.

First, position the graphic where you want it. Then you can fine-tune its position within the surrounding text:

1. Right-click the image and then click the appropriate **Format** command, such as **Format Picture** or **Format AutoShape** (the specific command on the shortcut menu will vary depending on the type of graphic).
2. On the **Layout** tab, use the **Wrapping style** options to specify how the image and text work around each other.
3. With a floating graphic, you can also specify the **Horizontal alignment**.

Wrapping styles

Examples of wrapping styles:



1. **Square.**
2. **Tight.**
3. **Behind text.**
4. **In front of text.**
5. **In line with text.**

Here's a word about each of the wrapping styles and when you might use them:

Square places the graphic in an imaginary box that fits its largest dimensions, and then wraps text around the sides of the image. This style is useful at the beginning of paragraphs if you want a clean edge to the text.

Tight has a positioning effect similar to that of **Square**, but text fits tightly around the edges of the actual image, as opposed to the imaginary box. This style is useful in the middle of a block of text when you don't want white space around the graphic.

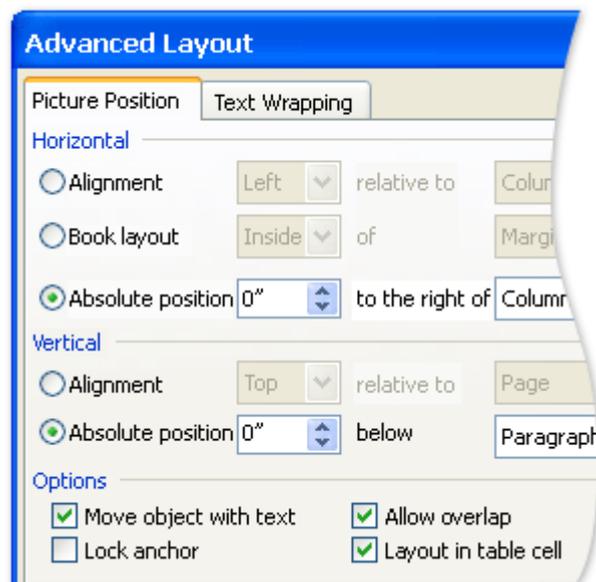
Behind text places the image behind and showing through text. The graphics layer is underneath the text layer. This style is useful if you have a subtle graphic that doesn't overpower your text. To select a graphic positioned behind text, click the **Select Objects** button  on the **Drawing** toolbar, and then click the graphic.

In front of text places the image in front of text, obscuring it. The graphics layer is on top of the text layer. This style is of limited use because it hides the text.

In line with text puts the image inline — not floating — for when you want the image to act as a text character. This wrapping style tends to work best with smaller images because they're less disruptive to the surrounding text.

With floating graphics (depending on the wrapping style), you can use the **Horizontal alignment** options in the **Format Picture** dialog box to align the image in the middle of text so that it's surrounded on all sides by text, or you can move it to the left or right margin and surround it with text on three sides.

Keep a floating graphic in place



Keep your graphic in place by using the options on the Picture Position tab of the Advanced Layout dialog box.

You've read all about floating graphics, but how do you keep the pesky things where you want them? The key to getting them to stay put is positioning them accurately.

Use the options on the **Picture Position** tab of the **Advanced Layout** dialog box to position your floating graphic. You can select the vertical or horizontal position (or both) either by aligning or by absolute position.

You can position with respect to various features; margins, page, paragraph, and character are some of the options.

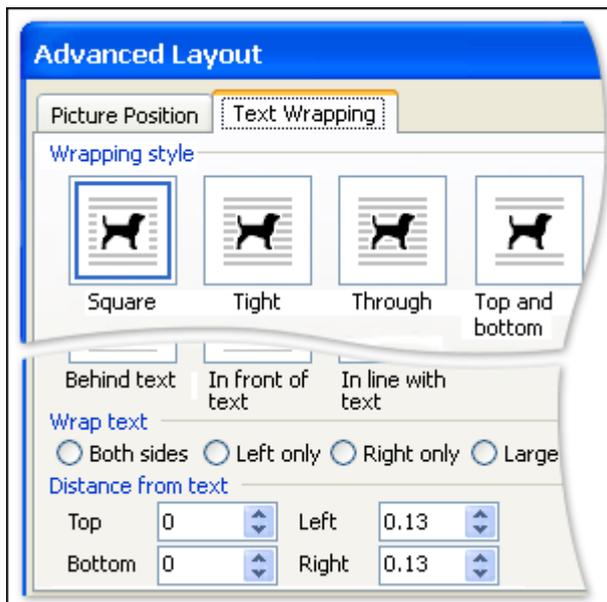
For example, imagine writing a newsletter in which you want a particular picture to remain with the related story. In this case, you would position the picture relative to a related paragraph. But if you wanted a picture to stay on the first page regardless of any text being moved around, you would position the picture relative to the page.

Note If you've already selected a horizontal alignment in the **Format Picture** dialog box, those settings will show up here and you can easily change them.

If you want to keep a graphic with a certain section of text, you should select the **Move object with text** check box.

Tip You can quickly align floating graphics by clicking **Draw** on the **Drawing** toolbar, then clicking **Align or Distribute**, and then clicking the positioning that you want.

Fine-tune text wrapping



Further text-wrapping options are available on the **Text Wrapping** tab of the **Advanced Layout** dialog box.

There are a few ways to fine-tune your text wrapping. On the **Layout** tab, click the **advanced** button to open the **Advanced Layout** dialog box. On the **Text Wrapping** tab, the first thing you'll see is that there are two more text-wrapping styles:

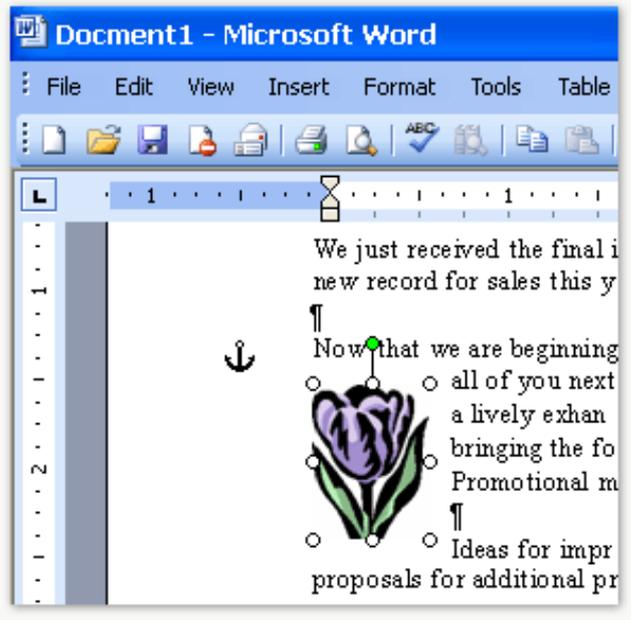
Through is similar to **Tight**, but if the graphic has an open space in it, the text continues through the open space.

Top and bottom places the graphic with a full line of text just above its topmost part and a full line of text just below its bottommost part, with no text on either side.

It's also possible to specify the distance between the text and the edge of the graphic. Obviously, this is only possible with wrapping styles where the text goes around the graphic. For example, this option is not available with **In front of text** because the graphic lies on top of whatever text is there.

If you need supreme accuracy when using a wrapping style where the text goes around the picture, select the graphic, click the **Text Wrapping** button  on the **Picture** toolbar, and then click **Edit Wrap Points**. The graphic will then be surrounded with small squares that you can drag to adjust exactly where the text wraps around the graphic. You'll see how to do this in the practice session.

Anchors



The anchor symbol will be next to whatever the graphic is anchored to, in this case a paragraph.

When you've got your graphic in position, you might want to modify its position after you've seen it in place with the text. Now it would be useful to see what the graphic is positioned relative to.

Behind the scenes, when you position a floating graphic, Word is "anchoring" the graphic relative to whatever you've positioned the graphic by (paragraph, page, and so on). For example, if you've positioned the graphic relative to a paragraph, the anchor appears at the start of the paragraph. Even if you've positioned the graphic by dragging it where you wanted, it still has an anchor.

Note By default, floating graphics are absolutely positioned: horizontally relative to the column, and vertically relative to the paragraph.

You can see the anchor by clicking **Show/Hide ¶** on the **Standard** toolbar. The graphic has to be selected to see the anchor.

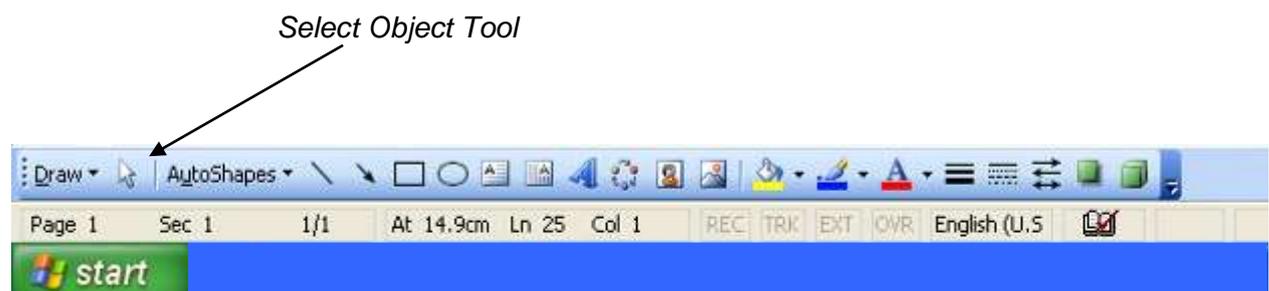
You can move an anchor by dragging it to a different position in the document. This will only move the anchor — not the graphic. So in the newsletter example, if you split the paragraph that the picture is anchored to into two paragraphs, the anchor is then attached to the second paragraph. You want the graphic to be positioned relative to the first paragraph, so you could drag the anchor without moving the picture. Now you can add many new paragraphs, but the graphic remains in position anchored to the first paragraph.

Tip The graphic and the anchor must be on the same page. If you add or remove text and the anchor moves to another page, the graphic will join it. So you always want to position the anchor on the page that you want the graphic to appear on.

Grouping

You can add arrows and labels to your images to help explain and clarify your illustrations. When you add items like this, Word treats each item as a separate object. You can combine the objects into one group. Grouping is an important technique in digital imaging—for one thing, it allows you to move separate objects without altering the relationships between them.

1. The quickest way to select multiple objects is to click on the Select Objects tool, and click-and-drag a rectangle around the objects you wish to select—when you release the mouse button, all the objects contained within that rectangle will be selected.
2. To group the objects, click on the **Draw** item and select **Group** from the resulting submenu.
3. If you later wish to separate the objects again, click on the grouped image and select **Ungroup**. Having made some changes, you can simply join the objects again by selecting **Regroup** from the Draw submenu.



The Picture Toolbar



(Figure 8)

Word does offer some tools to alter the appearance of images. These are located on the Picture toolbar (see Figure 8). For best results with inserted photographs however, you should prepare your images in an image-editing program first and not make changes to brightness or contrast using Word.

PICTURE TOOLBAR

