

Text Wrapping Around a Graphic

Insert a picture

From the Insert menu, choose picture. Then click on clip art.

Choose the graphic

Key a search word (For example: cat) or category name (For example: animals) in the Search for: box and click on Go.


Left click on your choice. The graphic will appear in your document, but it will probably need to be relocated.

Format the graphic

To be able to move the graphic, you must format the picture following these steps: (1) select the picture by left clicking on it, (2) point to the selected graphic and right click, (3) choose Format Picture . . . , (4) from the Layout tab, choose Tight, and then click on Advanced . . . (5) from the Text Wrapping tab, choose Tight, and then click on OK, and (6) click on OK again.

Resize the graphic

Use the corner handles to resize the graphic without distorting it.

You can now drag the graphic to any location. If you drop it inside a paragraph, the text should wrap around it on all sides (top, bottom, left, and right). You can  resize it after it is placed inside a paragraph if you prefer. This paragraph serves as an example.