

Title: Word – Images – Moving & Positioning

Purpose: This document describes how to move and position an image in a Word document.

Steps:

1. Right click on the image, and then select **Format Picture**.
2. From the **Layout** tab choose one of the **Wrapping styles**, which are described below.
 - In line with text**: The image will move with the text and content that precedes it.
 - Square**: The image can be moved and positioned independently of the text and content. Any text and content that appears in the location where you move the image will wrap around the image.
 - Tight**: The image can be moved and positioned independently of the text and content. Any text and content that appears in the location where you move the image will be split and shifted directly below and above the image.
 - Behind text**: The image can be moved and positioned independently of the text and content. Any text and content that appears in the location where you move the image will be visible and appear on top of the image.
 - In front of text**: The image can be moved and positioned independently of the text and content. Any text and content that appears in the location where you move the image will not be visible as the text will be covered by the image.
3. If you chose the **Wrapping style** called “In line with text” then the image will move with the text, and any repositioning of the image will require you to cut and paste. If you chose any of the other **Wrapping styles**, then you can independently reposition the image by first positioning the mouse pointer on the image and then holding down the left mouse button while you drag the image to the location you want.