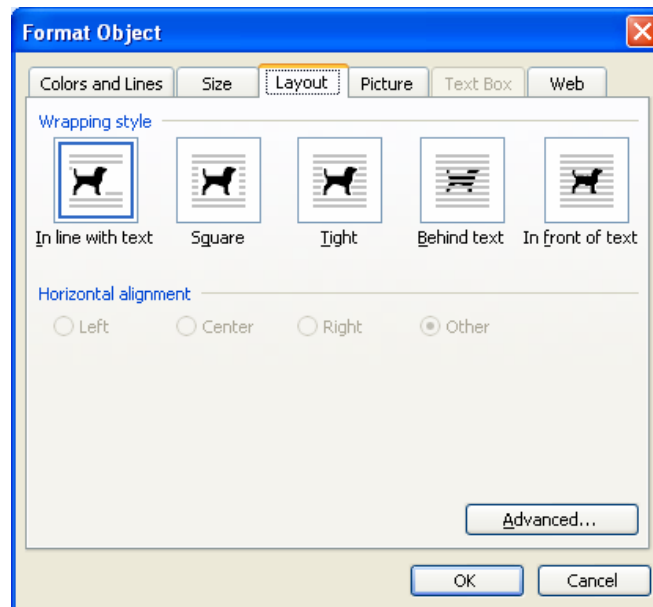# Altering Images in Microsoft Word

Insert an image into a Word document. Double-click on the image to get the **Format Picture** window.


Layout Tab: Click on the **Layout** tab. Text wrapping styles are available under this tab.

- **In line with text** – The image will behave like text and will be limited in movement and placement capabilities.

- **Square** – Text will flow around the image and align to form a square of white space between the image and the text. The image will be movable and placement is flexible.

- **Tight** – The text will flow around the image following the shape of the photo for text alignment. The image will be movable and placement is flexible.

- **Behind text** – The image will move behind the text you place it over. This is great for a watermarking; however, movement of the image is difficult once it is behind the text. Suggestion: finish the text first and then align the image in its appropriate location using **In Front of Text**.

- **In front of text** – The image will remain in front on any text you place it over. The image will be movable and placement is flexible.
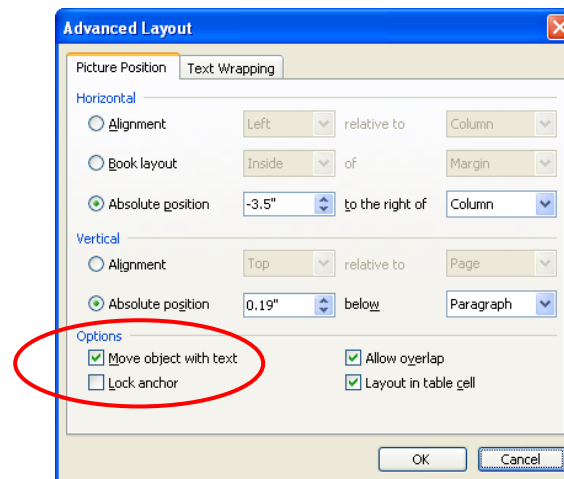
Click on the **Advanced button.**
This will take you to a feature that
will allow you to anchor your image
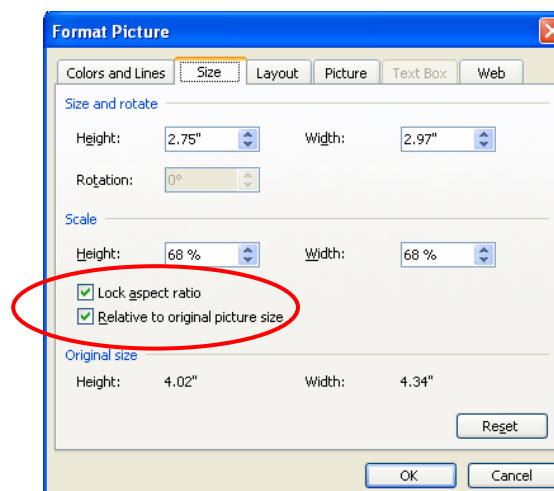so it does **not** move with the text.
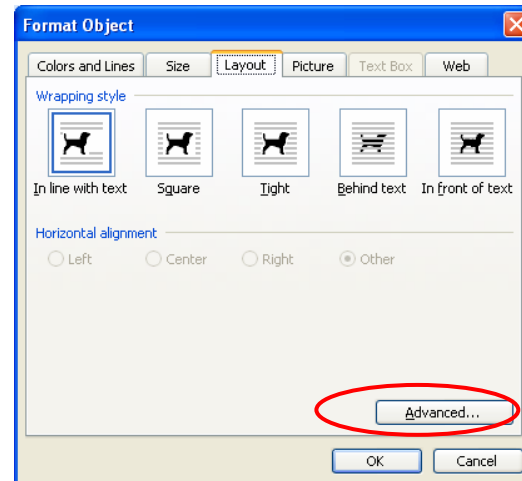
To anchor the image, uncheck
Move object with text and check
Lock anchor.

The **Size tab**, allows selection of
the exact size of the image.

- As long as the **Lock aspect
  ratio** is checked, the height and
  width will automatically adjust to
  your size modifications to
  ensure the image stays in
  correct proportion.

The **Colors and Lines** tab provides options for selecting a border color, style, and size for the image.

- Click the down arrow to beside the **Color** box. Select a color for the border.
- Click the down arrow to the right of the **Style** box. Select a line style for the border.
- For additional style options, click the down arrow to the right of the **Dashed and Weight** boxes.
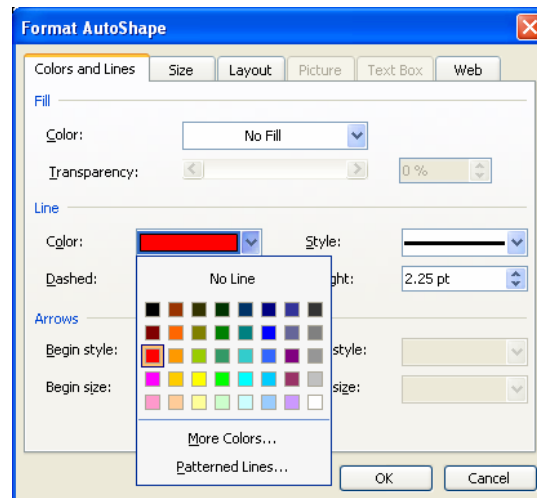
Rotating an Image

- After selecting a wrapping style (not including **In line with text**), a green circle will appear at the top as one of the image's handles.
- Scroll over the green circle until your mouse pointer becomes a circular arrow. ↻
- Press the left mouse button and hold it down to move the image.
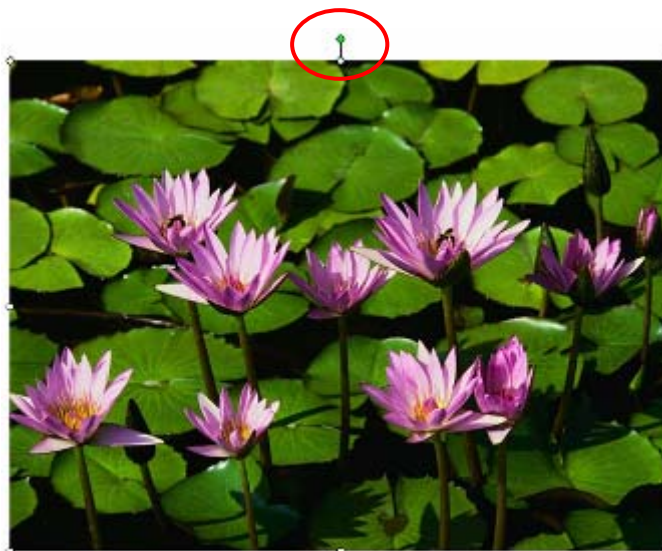
Grouping Images

- After inserting and arranging a group of images, click on one of the images, hold down the **<Crtl>** key, and then click on each of the remaining images.

- Release the **<Ctrl>** key and scroll over any of the selected images.
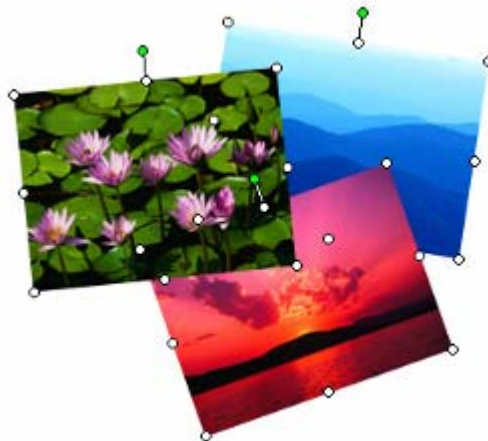
- Click the right mouse button, and from the drop-down menu select **Grouping**.

- Click on **Group** and the collection of images is now one image.
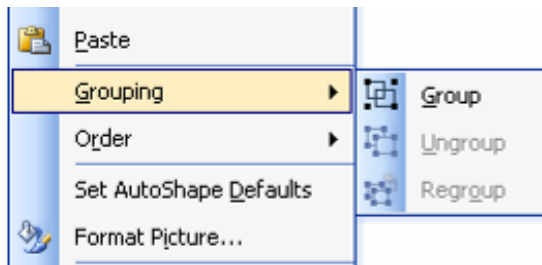
Images Credit: Microsoft Office - Word