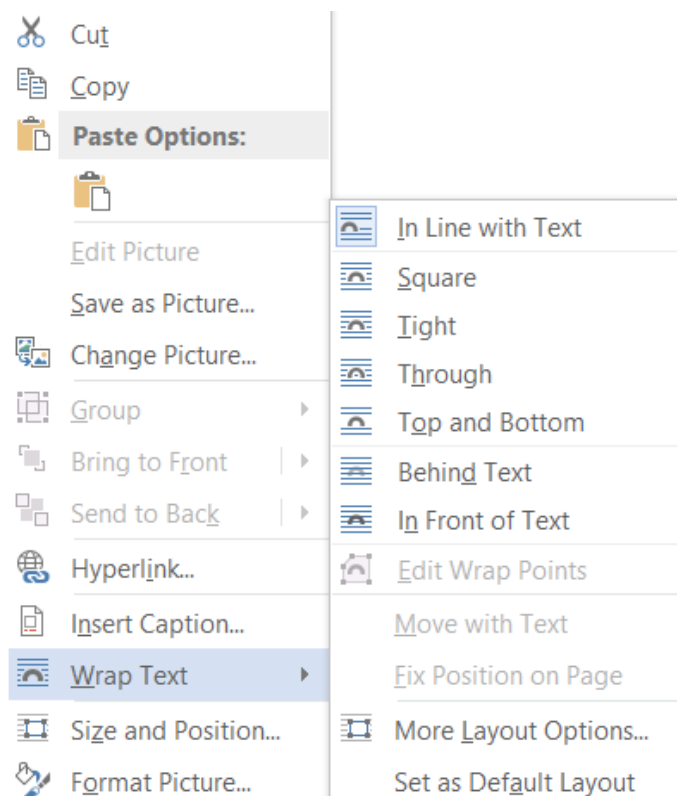# Quick Guide

How to align images and text in Word

It can be a bit tricky to get your images to sit exactly where you want in between paragraphs of text in a word document. This quick guide shows the formatting options available in word to help you design beautiful documents.

You have 7 layout options to choose from

In line with text   Square   Tight

Through   Top and bottom   Behind text   In front of text
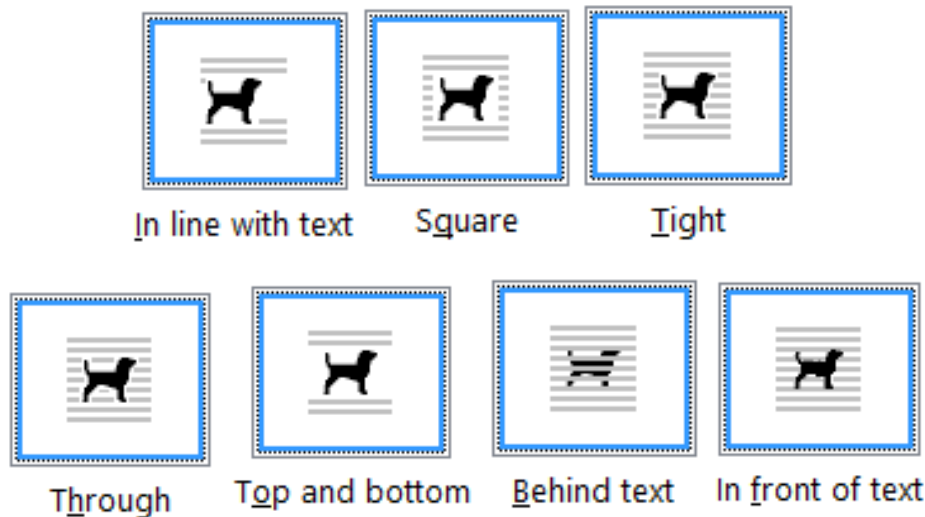
The easiest way to apply your chosen style is to right click on the image, go to Wrap Text and select your option.

Cut

Copy

Paste Options:

Edit Picture

Save as Picture...

Change Picture...

Group

Bring to Front

Send to Back

Hyperlink...

Insert Caption...

Wrap Text

Size and Position...

Format Picture...

In Line with Text

Square

Tight

Through

Top and Bottom

Behind Text

In Front of Text

Edit Wrap Points

Move with Text

Fix Position on Page

More Layout Options...

Set as Default Layout

Let's take a look at some examples

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Square is one of my favourite options for positioning a square or rectangular image to one side with the text running up to the edge of the image. You can move the image around by clicking and dragging, make sure it's positioned all the way over to the right, otherwise you text will continue to appear on the other side of the image, as shown in the example below. When you have enough text it will just continue to run like this underneath the image and on into the document. Remember to use the Justify text alignment to make the end of each text line neat.

This is an example of the Square wrapping option with the image not quite fully positioned to the right so you can see how the text wraps itself around the image. Not a good look.

Square setting works nicely for placing an image on the left side with a paragraph of text sitting next to it like this. You can increase the size of the gap between the image and the text by selecting More Layout Options. This text has also been set to Justify.

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Tight is very similar option to Square but ideal for using with images that aren't square shaped. It wraps your text around the shape of the image. Once you've set the wrap text setting as tight you can then move the image around, by clicking and dragging the image to where you want. Again you can set the amount of space between the image and text using the More Layout Options. If you use a square or rectangular image with the tight setting you will get the same result as with the Square setting. You don't have to use a cut out image like this, this effect also looks good for images set inside circles and triangles.

This is just some placeholder text to pad out the document so that you can see how tight wrapping works on an image in the bottom corner of a page. I prefer to use placeholder text instead of the Latin Lorem Ipsum text. I think it helps to form the idea of what you want to say when drafting a document. Like this paragraph will be about the yellow flowers, where this photograph was taken and when is the best time of year to see these flowers in bloom. Then you can always see afterwards how many words you can fit in the space to deliver your message.

The Tight effect with a cut out or shaped image works really well at the bottom corner of a page like this. With each line of text following the shape of the flower petals in this instance.

This also works well at the top of the page or the middle of a page to bring emphasis to a section of text.

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In line with text is the default setting and probably my least favourite because you lose control over the position the image. It isn't as easy drag and drop the image like it is with


Square and Tight settings. And you end up with results that look like this. With big white gaps, which probably isn't the effect you were going for.

A better option is the *Top and Bottom* setting, which positions the image on a line of its

own between a row of text above and a row of text below the image. This works well when you have a larger image or a landscaped image like this one.

Behind Text is a really useful setting which enables you to write text over the top of an image i.e. the image sits behind the text as a background image. Again it's easy to position the image just click, drag and drop into place.
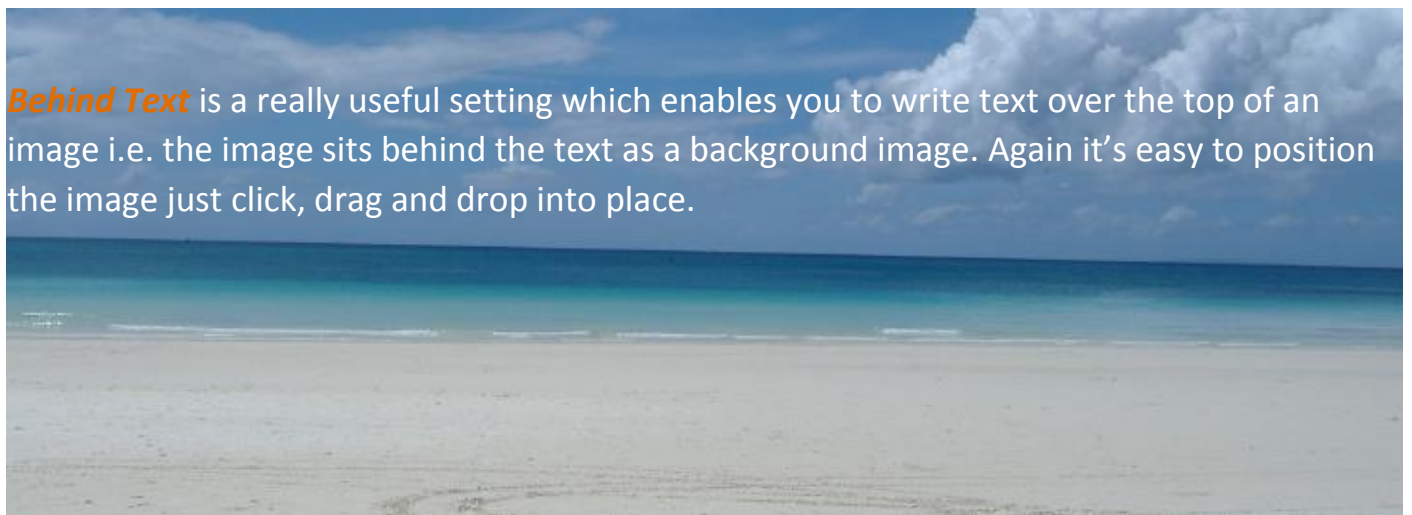
In Front of Text places the image on top of the text, it doesn't work for images like the ones we've used so far as they would just cover up any text underneath the image. This setting is good for when you are writing instructions or want to highlight something in particular in the text with a circle or an arrow, for example.

Through is more complicated setting, where you also have to edit the wrap points. This option is for text to flow through the white space in an image, like this one, or where an image has been used as a border. In all honesty it's probably easier to use the Behind Text option and write over the white space.

You will see Edit Wrap Points as an option on the Wrap Text menu when you right click on the image. Red lines like these will appear on your image, click and drag the black dots to change the wrap area contained within the red lines.


Extra Tips

Change the default setting

Choose an image you have already set up with the correct wrap setting, right click, select wrap text then Set as Default Layout.

Moving Images

If you want your image to move in relation to your text, like if you delete or add a paragraph of text and you want the image to move up or down the page so it still sits with the relevant text. Then make sure you select the move with text option on the menu.
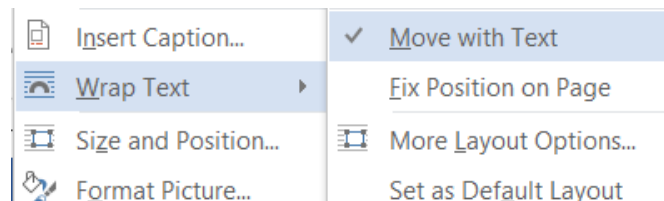

If you want the image to stay in the same position on the page, say in the bottom left corner, regardless of any edits to the text then select Fix Position on Page from the menu.

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Tool Bar

If you don't like right clicking and prefer to use the tool bar, go to Picture Tools, Format and select Wrap Text.
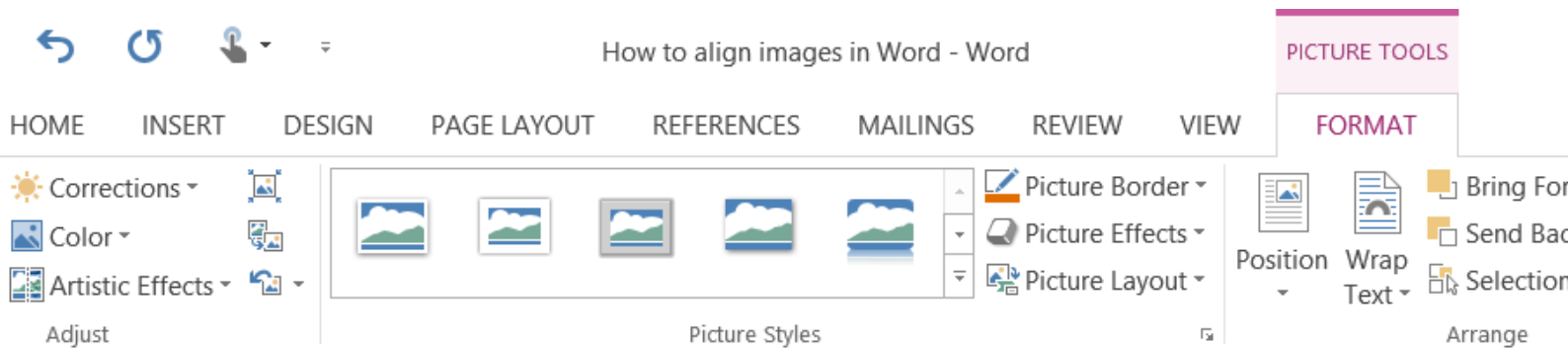
You can also select Position from the tool bar to set your image in a fixed position on the page, top right, bottom centre etc.
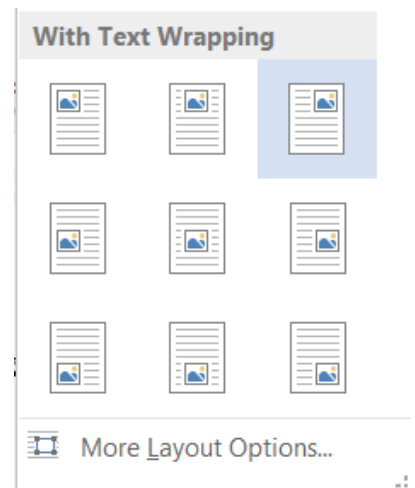
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