

USING GRAPHICS IN MICROSOFT WORD

Inline vs. Floating Graphics

Inline Graphics

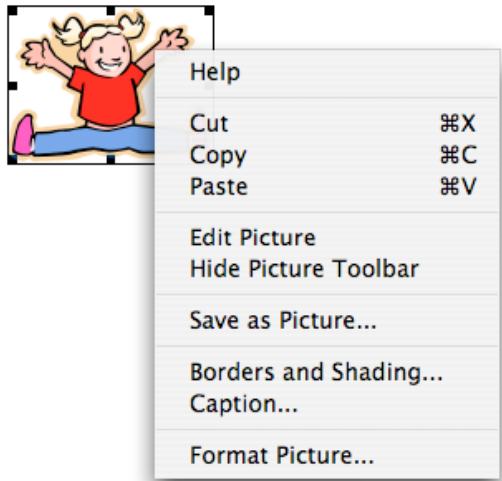


An **INLINE GRAPHIC** appears with a solid black line around it and black handles and is **TREATED LIKE TEXT** in a document

Inline graphics

- Resize by dragging sizing handles
- Align like text (center, right, etc.)
- Cannot be moved with mouse

To Change the Format of a Graphic



Right-click the image to get a pop-up menu
Choose **Format Picture**
(Or go to the Format Menu and choose Picture)
Click the **LAYOUT** tab at the top of the
Format Picture Window to choose a wrapping
style

Floating Graphics



A **FLOATING GRAPHIC** appears with little white square sizing handles around it and is **TREATED INDEPENDENTLY OF THE TEXT**

Floating Graphics

- Resize by dragging sizing handles
- Move by selecting and dragging middle of graphic with mouse
- Can be positioned at an exact horizontal alignment only under the Format, Picture window