

# Cry for Help

Computer Tips & Tricks for  
the novice to the advanced.

## Microsoft Word

Previously, we discussed how easy it was to insert pictures into Word documents. Now let us take that a step further and create a really smart document.

Lets start by inserting a picture into your document (by using the Insert + Picture + “From File” menu option) and then resizing it so that it is the size you want in your document (by clicking on the picture, and then clicking & dragging a corner “handle” of the picture to make it smaller or larger).

But what if you want the words of your document to flow around the picture, or for the words to continue across the face of the picture. First right click on the picture. Then click on the “Format Picture” option and then click on the Layout tab. On this screen you will see five different options of how your picture can be laid on the page. The dog represents your picture, and the horizontal lines represent the lines of text in your document. Much the same way as when you zoom out of the document to 25%. In fact when positioning your pictures into your text, this is a good zoom level.

So to have the text wrap around your picture on both sides, simply click on the third option and then ok. (Assuming you have sized your picture so that there is room for text on either side). Repeat these steps to try the other options and see how they look. Good Luck!



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