Images in Word

Different Ways to Wrap Text

Default
There are several different options for the way that text in Word behaves when confronted with images that you paste into Word. The default setting is “In Line with Text” which makes the image act a lot like it is a single character of text.

It can even be placed in the middle of a word.

Square
There are several different options for the way that text in Word behaves when confronted with images that you paste into Word. If you select “Square” you will be able to set the image into the middle of a paragraph and have the words wrap around it.

Top and Bottom
There are several different options for the way that text in Word behaves when confronted with images that you paste into Word. If you select “Top and Bottom” the image will take up entire lines of text.

None
There are several different options for the way that text in Word behaves when confronted with images that you paste into Word. If you select “None” you can place the image absolutely anywhere you want without disturbing the text. The text and the image completely ignore each other. It’s completely free-form.
How to Select Your Wrap

All you have to do is control-click the image of interest and navigate the menu as shown in the figure below.

Moving Images Just a Tiny Bit

If you want to adjust the position of your image, you can click on the image and move it with the arrow keys. If you want to do very fine adjustments, hold down the option key as you press the arrow keys. (Note that these instructions do not work if the image is displayed as “In Line with Text.”)