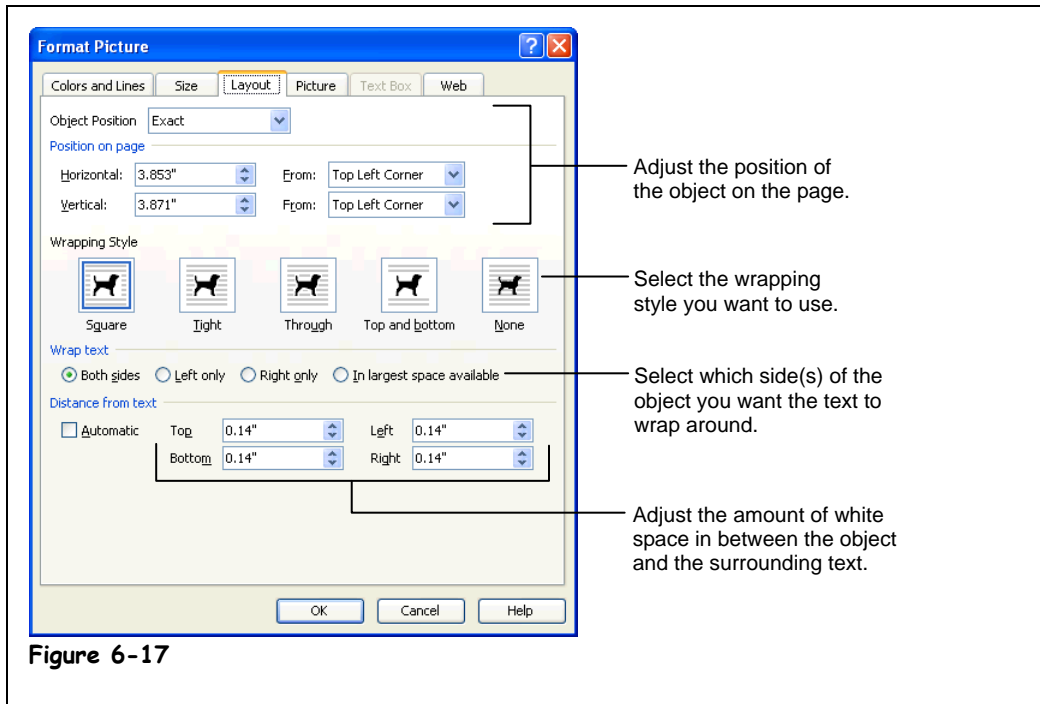


Lesson 6-8: Text Wrapping

Figure 6-17

The Layout tab of the Format Picture dialog box.



Text wrapping refers to how the text in a text box reacts to an object or picture that overlaps it. For example, does the text wrap around the object or does the text hide behind it? Text wrapping is a very important part of working with shapes and images in Publisher, and something that will help you make better publications.



Text Wrapping button

Other Ways to Adjust Text Wrapping :

- Select **Format** → **Picture** from the menu and click the **Layout** tab.



Format Picture button

1. Click the **Page 1** navigation button and select the **picture** in the middle of the “Employee of the Month” article.
This picture has no text wrapping applied and therefore several paragraphs of text are hidden behind it. Let’s change this.
2. Click the **Text Wrapping** button on the Picture toolbar.
A list of text wrapping options appears.
3. Click the **Square** option. If a dialog box appears, click **Yes**.
The article text wraps around the outer boundary of the image. The outer boundary is the amount of white space between the object and the wrapped text. You can increase or decrease the amount of white space surrounding an object in the Format Picture dialog box.
4. Click the **Format Picture** button on the Picture toolbar and click the **Layout** tab.
The Layout tab of the Format Picture dialog box appears, as shown in Figure 6-17. Here you can specify which wrapping style you want to use, which side(s) of the object you want the text to wrap around, and how much white space you want between the object and the text.
5. In the **Distance from text** section, make sure the **Automatic** checkbox is unchecked and type **.5”** in the **Left** text box. Click **OK**.

The dialog box closes and a half-inch of white space appears to the left of the image.

If you don't want any white space to appear between the object and the surrounding text, select the Tight wrapping style.

6. Click the **Text Wrapping** button on the Picture toolbar and select **Tight** from the list. If a dialog box appears, click **Yes**.

The text wraps tightly around all sides of the object.


Let's apply this same wrapping style to the Greece picture you inserted in a previous lesson.


7. Click the **Page 3** navigation button and select the **Greece** picture at the top of the page.

8. Click the **Text Wrapping** button on the Picture toolbar and select **Tight** from the list. If a dialog box appears, click **Yes**.

The text wraps tightly around all sides of the picture. You can even further specify how tightly text wraps around an object by editing its *wrap points*. Wrap points determine exactly where the text will flow in a Tight wrap.

9. With the **Greece** picture still selected, click the **Text Wrapping** button on the Picture toolbar and select **Edit Wrap Points** from the list.

Wrap points appear around the picture. To edit an object's wrap points, simply click and drag one of the points with the  pointer.






10. Position the  pointer over the bottom-right wrap point. Click and drag inward toward the center of the image, then release the mouse button.

The text surrounding the image conforms to the new wrap points.

11. Click the **Undo** button on the Standard toolbar and save your work.

Take a look at Table 6-2: *Wrapping Styles* to better familiarize yourself with each wrapping style.

Table 6-2: Wrapping Styles

Style	Description
 Square	This is the default wrapping style—the style that is applied automatically to any pictures or objects you insert. In this style, text wraps around the outside of the object along a square edge.
 Tight	This is probably the most popular wrapping style. In this style, text wraps closely around the object, conforming to the image itself rather than the rectangular boundary surrounding it.
 Through	Text runs through the object, only wrapping around certain parts. This wrapping style depends on the shape of the object, but usually appears no different from the Tight style.
 Top and Bottom	Text wraps around the top and bottom of the object, but not the sides, leaving an ample amount of white space to the right and left of the image.
 None	The object obscures any text that it overlaps.



Editing an object's wrap points allows you to further customize how text wraps around an object.

 **Quick Reference**

To Wrap Text Around an Object:

1. Click the object to select it.
2. Click the **Text Wrapping** button on the Picture toolbar and select an option from the list.
Or...
Select **Format** → **Picture** from the menu and click the **Layout** tab.

To Edit an Object's Wrap Points:

1. Click the object to select it.
2. Click the **Text Wrapping** button on the Picture toolbar and select **Edit Wrap Points** from the list.
3. Click and drag the wrap points until the text wraps the way you want it to.