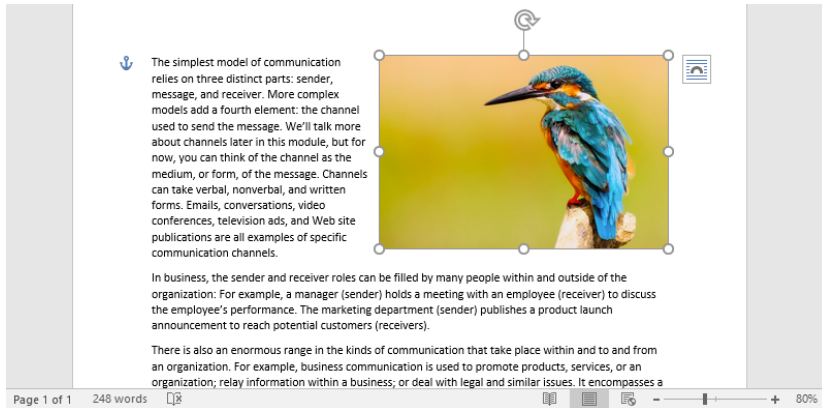


4.14: Text Wrap

Learning Objectives

- Change image layout options.

Notice that wherever the image is placed, the line spacing dramatically increases to fit the size of the picture. This is because images are treated as an inline text character. In other words, Word treats the image like it would treat any word or letter of text. You can change this by applying a **text wrap**. Text wrap causes all of the text to wrap around the image so that the image does not interfere with line spacing.

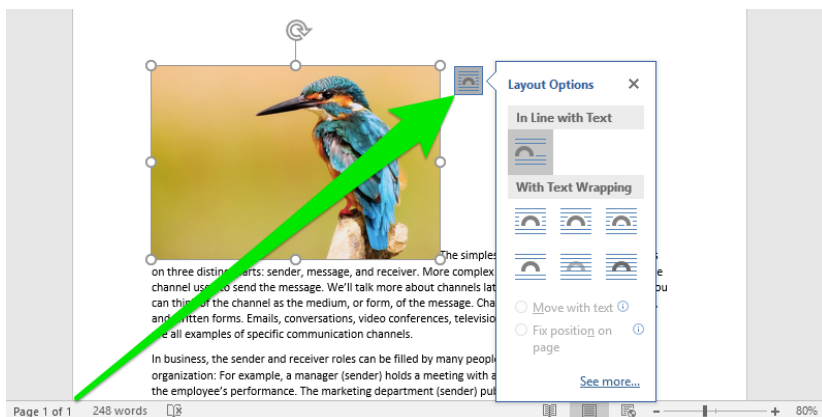


Text wrap

There are a couple of ways to get to the text wrap options and apply a text wrap.

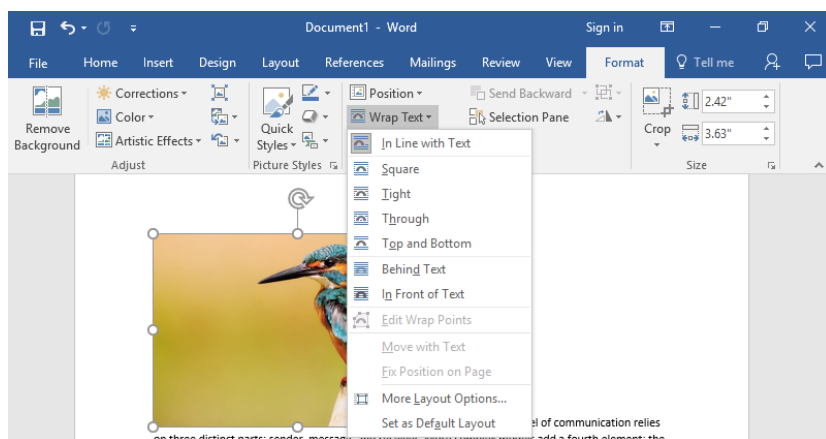
Method 1: Quick Apply

Click the box to the right of the image with a rainbow-shaped icon.



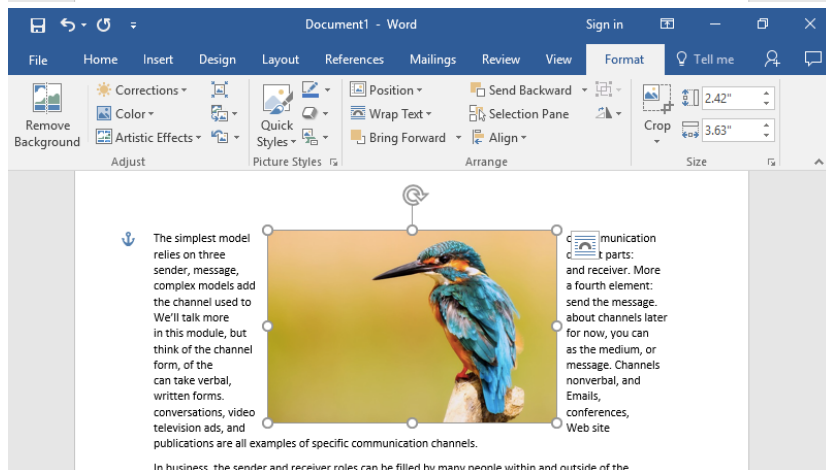
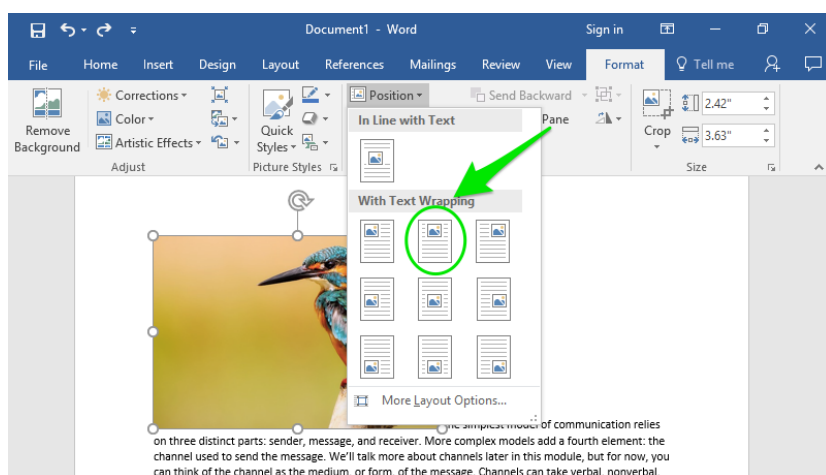
Method 2: Format Tab

When you click on the image, the Format tab will appear in the ribbon. From the Format tab, you can choose Wrap Text.



Method 3: Position

Go to Format>Position for options that not only apply text wrap but also position the image on the page.




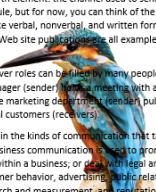
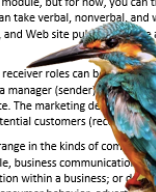


Position in Top Center with Square Text Wrapping

Text Wrap Options

Regardless of which method you use, the text wrap options are the same. The text wrap you will probably use the most is the square text wrap, but there are other text wraps too.

- **Square**—Text wraps around the image in a square shape
- **Tight/Through**—Text wraps around image, regardless of what shape the image is. This text wrap works best with images that have no background.
- **Top and Bottom**—Text stops when it hits the top of the image and continues at the bottom of the image; no text is to the left or right of the image
- **Behind text**—Image is behind text. Text will cover image.
- **In front of text**—Image is in front of text. Text behind the image is not visible.

<p>The simplest model of communication relies on three distinct parts: sender, message, and receiver. More complex models add a fourth element: the channel used to send the message. We'll talk more about channels later in this module, but for now, you can think of the channel as the medium, or form, of the message. Channels can take verbal, nonverbal, and written forms. Emails, conversations, video conferences, television ads, and Web site publications are all examples of specific communication channels.</p> <p>In business, the sender and receiver roles can be filled by many people within and outside of the organization: For example, a manager (sender) holds a meeting with an employee (receiver) to discuss the employee's performance. The marketing department (sender) publishes a product launch announcement to reach potential customers (receivers).</p> <p>There is also an enormous range in the kinds of place within and to and from an organization. For example, business communication may also refer to internal communication. In a large company, a communications director may be in charge of managing internal communication and crafting the messages sent to employees. From an HR point of view, effective communication within an organization is vital to building trust and job satisfaction among employees.</p>  <p>Square text wrap</p>	<p>The simplest model of communication relies on three distinct parts: sender, message, and receiver. More complex models add a fourth element: the channel used to send the message. We'll talk more about channels later in this module, but for now, you can think of the channel as the medium, or form, of the message. Channels can take verbal, nonverbal, and written forms. Emails, conversations, video conferences, television ads, and Web site publications are all examples of specific communication channels.</p> <p>In business, the sender and receiver roles can be filled by many people within and outside of the organization: For example, a manager (sender) holds a meeting with an employee (receiver) to discuss the employee's performance. The marketing department (sender) publishes a product launch announcement to reach potential customers (receivers).</p> <p>There is also an enormous range in the kinds of place within and to and from an organization. For example, business communication may also refer to internal communication. In a large company, a communications director may be in charge of managing internal communication and crafting the messages sent to employees. From an HR point of view, effective communication within an organization is vital to building trust and job satisfaction among employees.</p>  <p>Tight text wrap</p>
<p>The simplest model of communication relies on three distinct parts: sender, message, and receiver. More complex models add a fourth element: the channel used to send the message. We'll talk more about channels later in this module, but for now, you can think of the channel as the medium, or form, of the message. Channels can take verbal, nonverbal, and written forms. Emails, conversations, video conferences, television ads, and Web site publications are all examples of specific communication channels.</p> <p>In business, the sender and receiver roles can be filled by many people within and outside of the organization: For example, a manager (sender) holds a meeting with an employee (receiver) to discuss the employee's performance. The marketing department (sender) publishes a product launch announcement to reach potential customers (receivers).</p> <p>There is also an enormous range in the kinds of place within and to and from an organization. For example, business communication may also refer to internal communication. In a large company, a communications director may be in charge of managing internal communication and crafting the messages sent to employees. From an HR point of view, effective communication within an organization is vital to building trust and job satisfaction among employees.</p>  <p>Top and bottom text wrap</p>	
<p>The simplest model of communication relies on three distinct parts: sender, message, and receiver. More complex models add a fourth element: the channel used to send the message. We'll talk more about channels later in this module, but for now, you can think of the channel as the medium, or form, of the message. Channels can take verbal, nonverbal, and written forms. Emails, conversations, video conferences, television ads, and Web site publications are all examples of specific communication channels.</p> <p>In business, the sender and receiver roles can be filled by many people within and outside of the organization: For example, a manager (sender) holds a meeting with an employee (receiver) to discuss the employee's performance. The marketing department (sender) publishes a product launch announcement to reach potential customers (receivers).</p> <p>There is also an enormous range in the kinds of place within and to and from an organization. For example, business communication may also refer to internal communication. In a large company, a communications director may be in charge of managing internal communication and crafting the messages sent to employees. From an HR point of view, effective communication within an organization is vital to building trust and job satisfaction among employees.</p>  <p>Behind text</p>	<p>The simplest model of communication relies on three distinct parts: sender, message, and receiver. More complex models add a fourth element: the channel used to send the message. We'll talk more about channels later in this module, but for now, you can think of the channel as the medium, or form, of the message. Channels can take verbal, nonverbal, and written forms. Emails, conversations, video conferences, television ads, and Web site publications are all examples of specific communication channels.</p> <p>In business, the sender and receiver roles can be filled by many people within and outside of the organization: For example, a manager (sender) holds a meeting with an employee (receiver) to discuss the employee's performance. The marketing department (sender) publishes a product launch announcement to reach potential customers (receivers).</p> <p>There is also an enormous range in the kinds of place within and to and from an organization. For example, business communication may also refer to internal communication. In a large company, a communications director may be in charge of managing internal communication and crafting the messages sent to employees. From an HR point of view, effective communication within an organization is vital to building trust and job satisfaction among employees.</p>  <p>In front of text</p>

After the text wrap is applied, you can click and drag the image to anywhere in the document, and the text will wrap around it accordingly.

Practice Question

<https://assessments.lumenlearning.com/assessments/18607>

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