
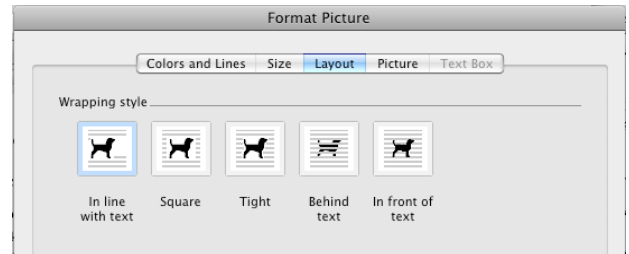


# Formatting Pictures (MS Word 2008)

## 1. Text Wrapping Style: To change how the text wraps around the picture...

- a. Double-click on the picture.
- b. Click the  **Layout** tab.
- c. Select your desired wrapping style and click OK.








## 2. Resizing:

- a. Click on the picture.
- b. Push/pull the handles to make size (and shape) adjustments. I recommend only using the corner handles when resizing to avoid distorting the image.



## 3. Cropping (aka "trimming" or "masking"):

- a. Click on the picture.
- b. Open the  **Toolbox**.
- c. Look under the  **Formatting Palette**  **Picture** tab.
- d. Click the **Crop:**  tool.
- e. Push/pull the handles to adjust the cropping.
- f. Turn off the crop tool by again clicking **Crop:** , or by clicking anywhere on the page away from the picture.