

Position Photos in Your Text in MS Word

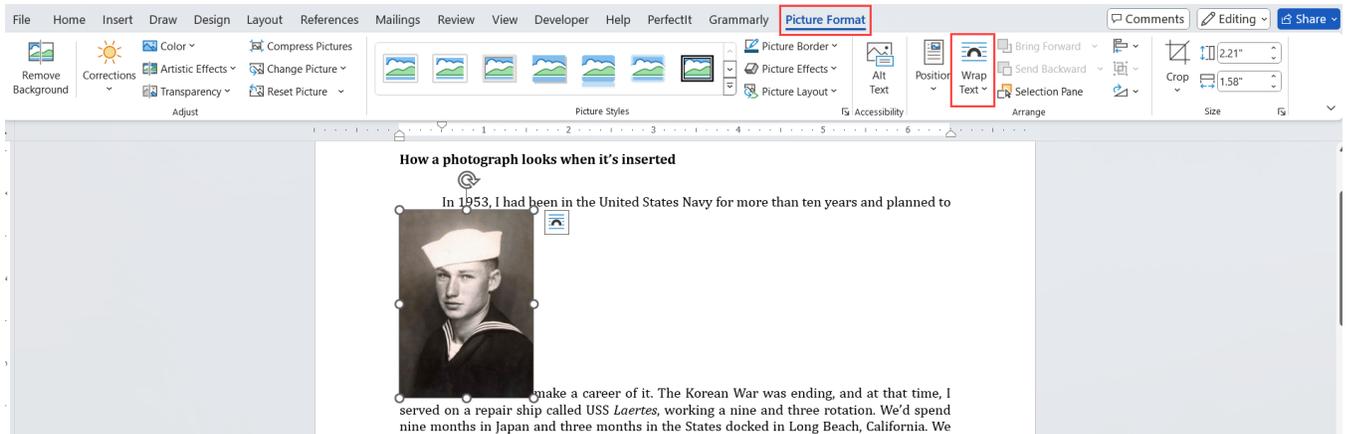
How a photograph looks when it's inserted

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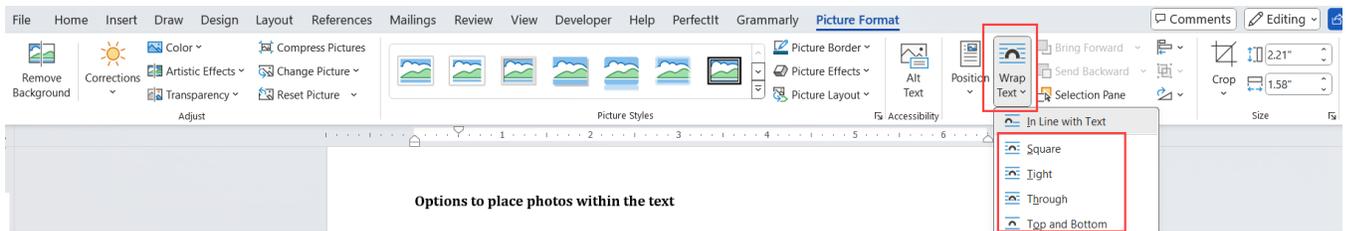


make a career of it. The Korean War was ending, and at that time, I served on a repair ship called *USS Laertes*, working a nine and three rotation. We'd spend nine months in Japan and three months in the States docked in Long Beach, California. We repaired all the smaller ships, the auxiliary ships.

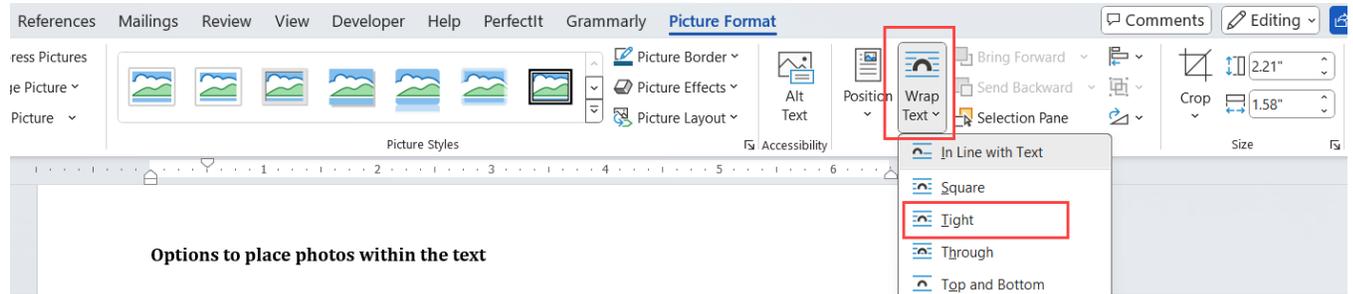
Double-click on the image, which opens the Picture Format tab



Wrap Text gives several options to place photos within the text



Wrap Text - most common option—*Tight*



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I ran the carpenter shop, the electrician shop, the foundry, and the generator room, which powered the ship. That was my division. I supervised all those shops.

Ninety percent of the almost 500 people on the ship were skilled, trained laborers; that's what the ship was all about. It was a service ship. We did maintenance and repair work on other vessels. Every sailor who came on board went through school to learn or sharpen their skills if they had any. We didn't have young kids on our ship; they were people in their late twenties and up.

Text Wrap - another option—*Top and Bottom*

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Once you've placed your photo with Wrap Text, you can then click on the image and drag it where you want it. You *cannot* do this before you anchor the photo.

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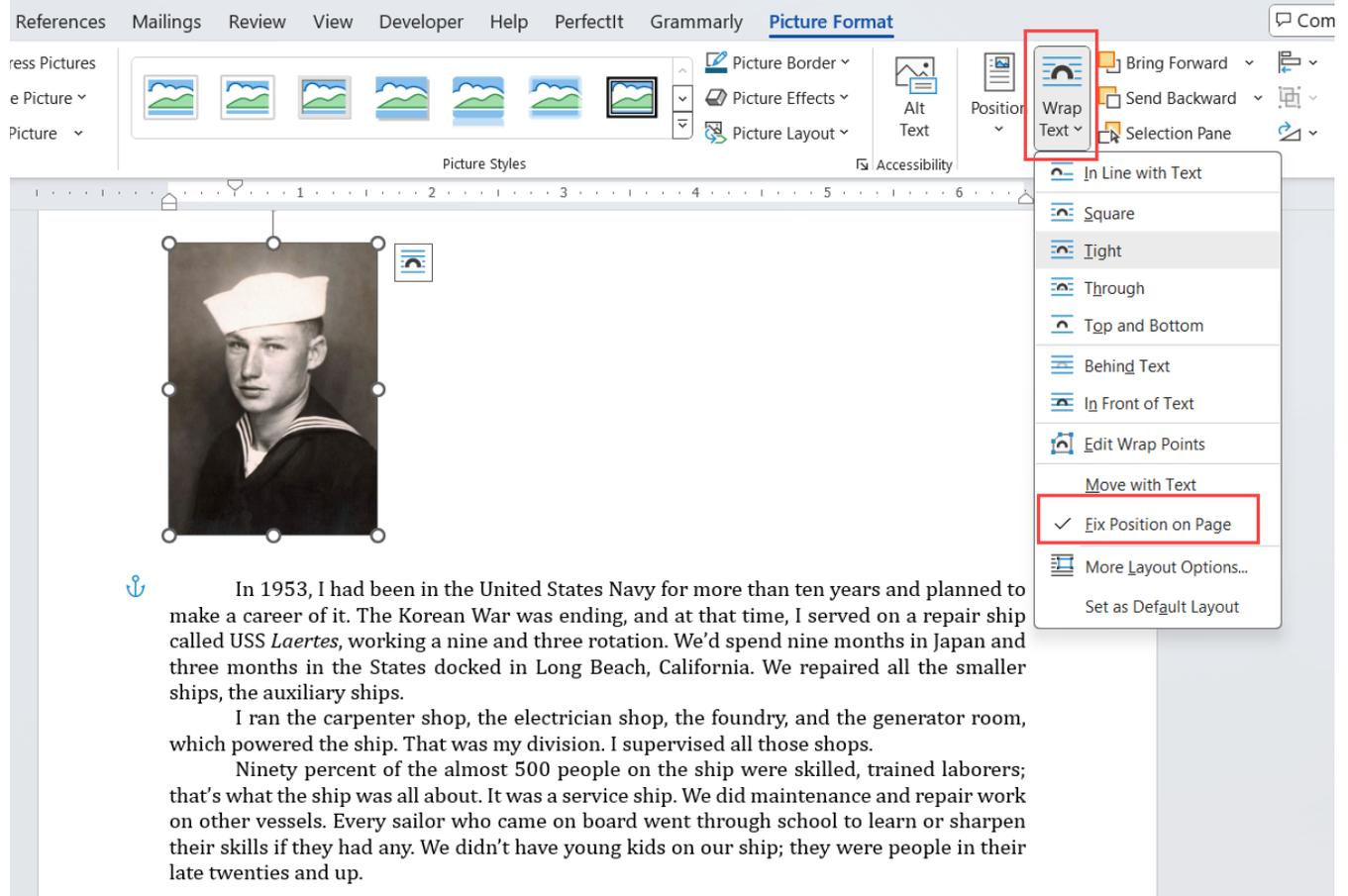
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You also have two options for anchoring your photo on the page. You can choose *move with text*, meaning if you move the text where the photo is embedded or add additional text before it, the image will move with the text. This is the option you'll want most of the time.

The screenshot shows the Microsoft Word interface with the 'Picture Format' ribbon active. The 'Wrap Text' dropdown menu is open, and the 'Move with Text' option is selected and highlighted with a red box. The document content is visible in the background, showing the same text and photo as in the previous blocks. The photo is currently positioned over the text, and the 'Move with Text' option is checked.

Or you can choose *fix position on page* and anchor the photo to a specific location on the page, which will ensure it stays where you've placed it regardless of what you do with the text.



The screenshot shows the Microsoft Word interface with the 'Picture Format' ribbon active. The 'Wrap Text' dropdown menu is open, and the 'Fix Position on Page' option is selected and highlighted with a red box. The document content includes a photograph of a sailor in a white cap and dark uniform, which is anchored to a specific location on the page. Below the photo, there is a paragraph of text starting with 'In 1953, I had been in the United States Navy for more than ten years and planned to make a career of it. The Korean War was ending, and at that time, I served on a repair ship called USS *Laertes*, working a nine and three rotation. We'd spend nine months in Japan and three months in the States docked in Long Beach, California. We repaired all the smaller ships, the auxiliary ships. I ran the carpenter shop, the electrician shop, the foundry, and the generator room, which powered the ship. That was my division. I supervised all those shops. Ninety percent of the almost 500 people on the ship were skilled, trained laborers; that's what the ship was all about. It was a service ship. We did maintenance and repair work on other vessels. Every sailor who came on board went through school to learn or sharpen their skills if they had any. We didn't have young kids on our ship; they were people in their late twenties and up.'

Wrap Text has other options that might work for specific projects. Try them out, but the above are the ones most commonly used. See what works best for your needs.