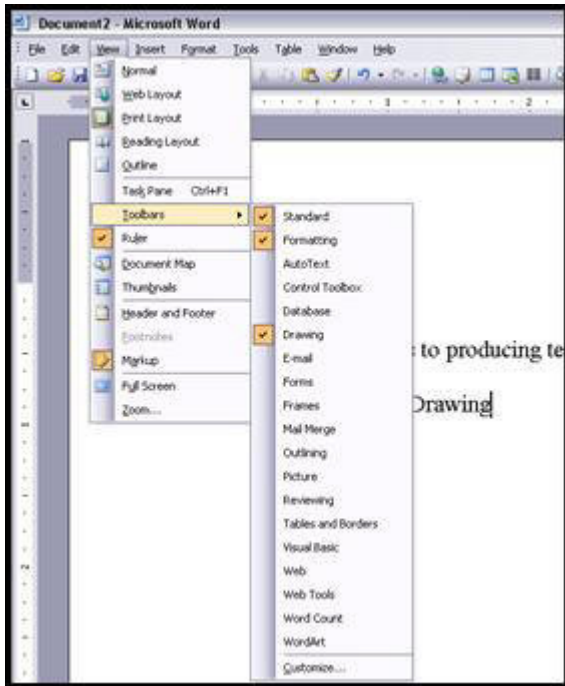


Add An Image to a Shape in Microsoft Word



- A. Be sure your Drawing Toolbar is viewable. See the screenshot at left.

- B. Insert Menu>
Choose Insert -> Picture -> From File.



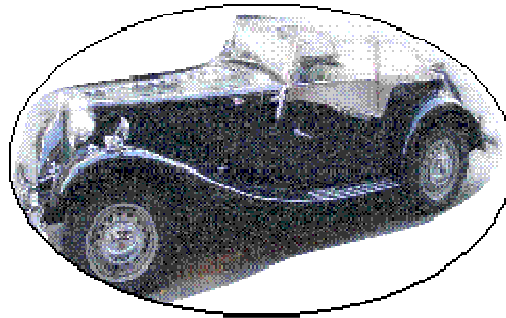
- C. Select the ellipsoid on the Drawing Toolbar and draw a circle or ellipse on your screen to the size you want. Holding down the shift key allows you to draw perfect circles. (My Drawing Toolbar may be attached to the Status Bar on the bottom of the screen or at the top or floating .)

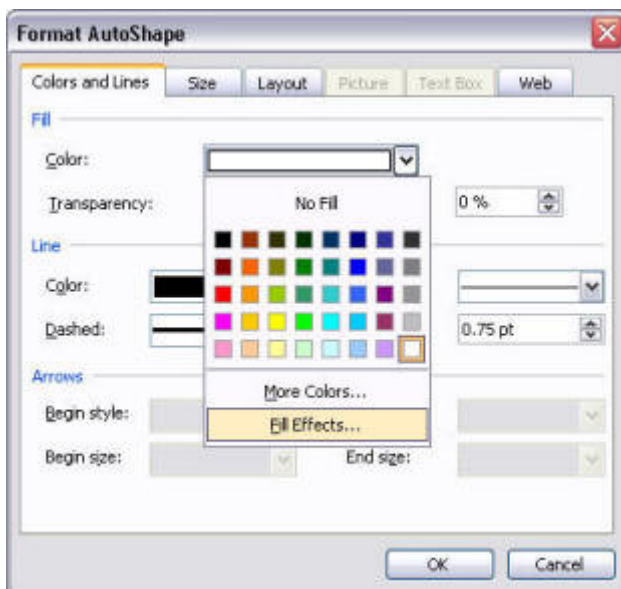




D. To add an image to this AutoShape, click to select it and then right click on a line of the circle/ellipse and choose Format AutoShape. Choose the Color and Lines tab. Click the drop down on the Fill option and choose Fill Effects.

E. In the Fill Effects dialog box, click the Picture tab and browse to locate the picture you want to insert. The picture you choose will be inserted within the boundaries of the AutoShape you've selected.





F. Next keeping your cursor over the line of the circle/ellipsoid again, select it with the left mouse button, and then right click and choose "Format AutoShape". Next Choose the Colors and Lines Tab and Choose the color of the line to be "NoColor". Don't change the color of the fill of the circle/ellipsoid.

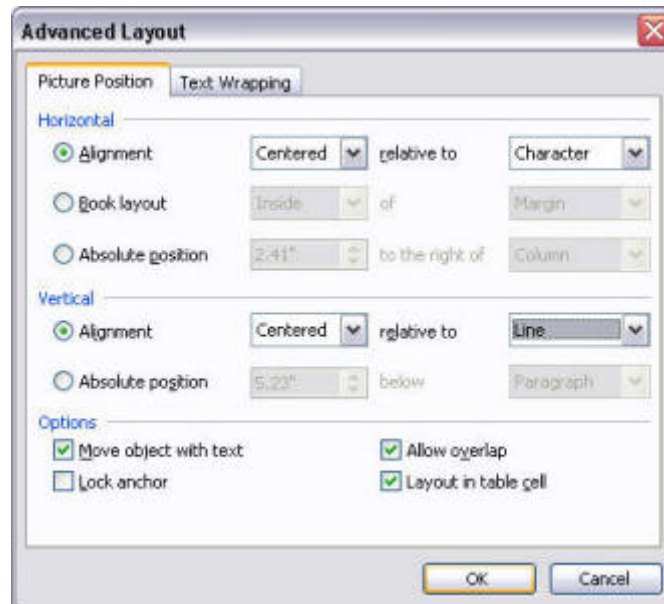
F. Right click one more time. Choose the layout tab and choose "Tight" text wrapping. Move your image where you want it, in the document. Text should wrap around the round or ellipsoid image quite nicely.



G. To get extra tight text wrapping, click the Advanced Button on the lower right hand corner of the Layout Tab after you have chosen the "Tight" Wrapping. Next choose the "Text Wrapping" Tab of the Advanced Layout Configuration Window that appears. All the way at the bottom, change the "Distance from the Text" Measurements, to 0" from .12" or whatever default you have.

H. If you have trouble positioning your image (the image refuses to leave the borders of the page), open up the Format AutoShape again by right click on the previously selected objects line again. Choose the Layout Tab again, choose the Advanced Button and then the "Picture Position" Tab. Change various elements

of the vertical and horizontal alignment parameters to see if you can get the image to behave as you would like.



Your results should look something like this:

