

How to Text Wrap for Clip Art

The following steps can be used to change the text wrap of a clip art.

1. Insert the clip art into the file.
2. Place cursor inside the clip art until an “I” symbol appears. Right mouse click. A pop-up menu appears.
3. Select **Format Picture**. A dialog box appears. Select the **Layout Tab** and choose a **Wrapping Style** other than **In Line With Text**. Click **OK**.
4. The clip art then appears with handlers and can be moved, resized, or adjusted to the wrapping selected.