Task 4.4   Positioning and sizing an image
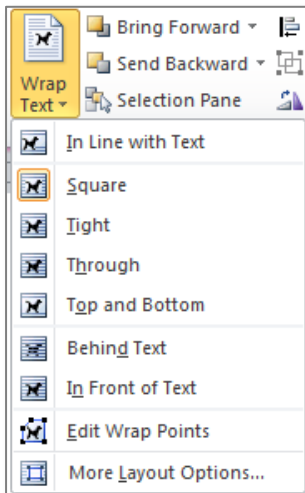
You can position an image with or without text wrapped around it. If you do want text to wrap, use the *Wrap Text* option on the *Picture Tools Format* tab.

For some wrapping options, you can control the distance between the text and image through *More Layout Options*.

Try this...

1. Navigate to page *7* and click in the space after the paragraph beginning *Mental rotation test*.

2. Click on the *Insert* tab, and in the *Illustrations* group, click on *Picture*.

3. In the panel on the left, click on *Documents*, under *Libraries*.

4. In the *Documents* library, navigate to the folder *Thesis 2010 ▶ Practice files*.

5. Click on the file *mental_ rotation.jpg* and click **[Insert]**.

6. Move your cursor to the handle at the bottom right corner of the image, and when it becomes a diagonal double-headed arrow ⬉, hold down the mouse button and drag to make it similar in size to the image below.

Dragging the corner handle of an image scales it proportionally. You can make it taller or wider by dragging the handles on the sides.

7. With the image selected, click on the *Picture Tools Format* tab if you are not already there.

8. In the *Arrange* group, click on the down arrow at *Wrap Text* and note that *In Line with Text* is selected.

Images are inserted as 'inline' by default.

9. Select *Square*.

The image is now 'floating' which means that it can be dragged, and text will wrap round it.

10. Drag the image slightly to the right to see the effect.