

11. With the image selected, click on the down arrow at **Wrap Text** and choose **More Layout Options**.

12. Under **Distance from text**, type **0.8** in both **Right** and **Left** and click **[OK]**.

*The space between the image and the text increases.*

13. With the image selected, click on the down arrow at **Wrap Text** and choose **In Line with Text**.

*The image should return to the margin.*

14. Try to drag the image to the right.

*The image is now anchored in position, and text no longer wraps round it.*

15. Click on the **Home** tab, and in the **Paragraph** group, click on **Center**.

*Because the image is part of the paragraph, you can use the paragraph settings to position it.*

16. Click on **Align Text Left** in the **Paragraph** group move the image back to the margin again.



**Tip:** Most problems with images are with positioning them – they do not always stay where you want them! Unless you have a very good reason to wrap text around an image, the **In Line with Text** setting makes it easier to control where your image is. If you need to place images side-by-side, try using a table and inserting the images into the cells.