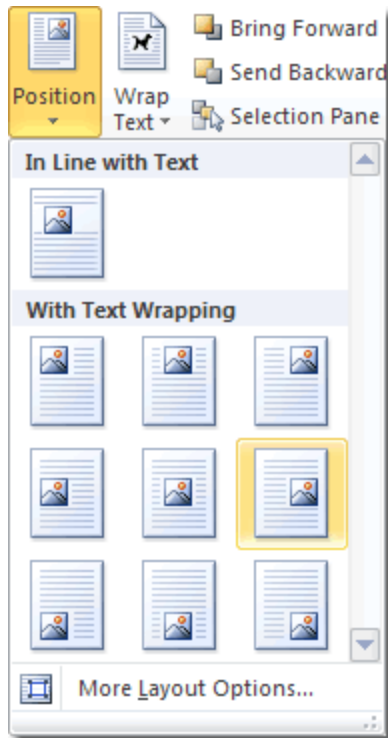


How To Move An Image & Delete An Image

Select an image and the Picture Tools contextual tab should appear in the ribbon. Click on Position in the Arrange group.



As with many tools in Microsoft Word, you can see live previews of the effect when you hover your mouse over a particular thumbnail image. Click on a positioning arrangement that suits your needs. You can choose from:

- In line with text
- Position in top left with square text wrapping
- Position in top centre with square text wrapping
- Position in top right with square text wrapping
- Position in middle left with square text wrapping
- Position in middle centre with square text wrapping
- Position in middle right with square text wrapping
- Position in bottom left with square text wrapping
- Position in bottom centre with square text wrapping
- Position in bottom right with square text wrapping

The *square text wrapping* in each description indicates that the text on the page will flow around the image. The image below, for example is positioned in the middle left with square text wrapping.

How To Move An Image & Delete An Image

industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.



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There doesn't actually need to be any text currently on the page for the image to be repositioned. Now you can now drag and drop the image wherever you need it. Position the mouse over the image so that the cursor shape turns into a 4-way arrow, then click and drag the image. Be careful that you don't drag the resize handles!

How To Delete An Image In Microsoft Word

To delete an image, click on it to select it. Then press either the delete key or the backspace key.

Be aware that other elements on the page, like text, will probably be affected by removal of the image.