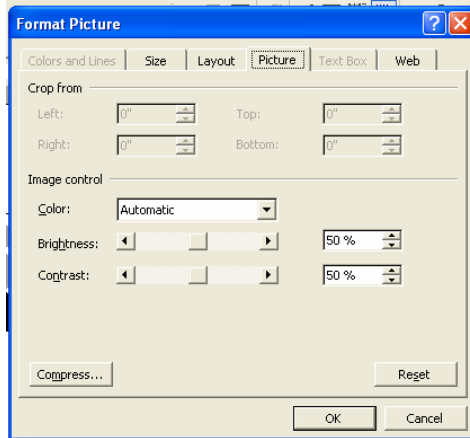


Converting In-line Objects to Floating Objects Using MicroSoft Word

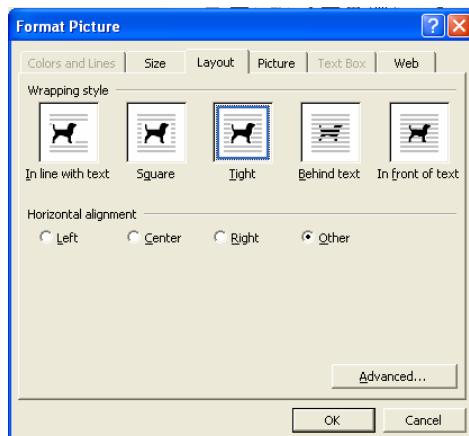
1. Insert **clipart**. (Insert/Picture/Clipart)
2. Click on art and notice that the handles are black squares and that the object does NOT move freely when clicked on and attempted to drag to a new location.



3. Double click on the clipart and open the **Format Picture** dialogue box.



4. Click on the **Layout** tab and choose **tight**. Click **OK**.



5. Notice that the object's handles are now open circles and not black squares. This is a sure indication that the object is now floating and not inline. Click and drag on the object to position it freely to wherever you need it to be located.

