

Positioning images within the text

When you add an image to a text document, you need to choose how to position it with respect to the text and other images. Positioning is controlled by four settings:

- **Arrangement** refers to the placement of an image on an imaginary vertical axis. Arrangement controls how images are stacked upon each other or relative to the text.
- **Alignment** refers to the vertical or horizontal placement of an image in relation to the chosen anchor point.
- **Anchoring** refers to the reference point for the images. This point could be the page or frame where the object is, a paragraph, or even a character. An image always has an anchor point.
- **Text wrapping** refers to the relation of images to the surrounding text, which may wrap around the image on one or both sides, be overprinted behind or in front of the image, or treat the image as a separate paragraph or character.

The settings can be accessed in several ways, depending on the nature of the images:

- In the **Format** menu: **Anchor**, **Wrap**, and **Arrange** (for images and drawing objects).
- In the context menu displayed when you right-click the image; this menu also includes an **Align** submenu.
- For images, on the *Type* and *Wrap* tabs of the Image dialog. You cannot control the arrangement or alignment using the dialog.
- For drawing objects, on the *Position and Size* tab of the Position and Size dialog. To open the dialog, right-click the drawing object and choose **Position and Size** in the context menu.
- For an embedded object (such as a Calc spreadsheet or Draw document), on the OLE-Object toolbar.



Note

While all the positioning techniques discussed in this section apply equally to frames, contour wrapping is not possible for frames.

Arranging images

Arranging an image means to determine its position relative to other images or text. Arranging is only relevant when objects are overlapping. You can choose between four common settings, plus a fifth special setting for drawing objects:

Bring to Front

Places the image on top of any other images or text.

Forward One

Brings the image one level up in the stack. Depending on the number of overlapping objects, you may need to apply this option several times to obtain the desired result.

Back One

Sends the image one level down in the object stack.

Send to Back

Sends the image to the bottom of the stack.

To Background / To Foreground

Only available for drawing objects; moves the drawing object behind or in front of the text respectively.