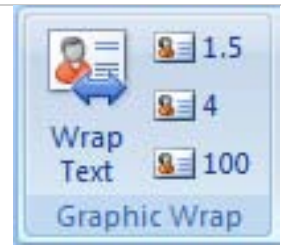


Wrapping Text Around Graphics and Frames

The “Graphic Wrap and Position Group” is used to ensure that graphics are positioned and formatted for text wrapping consistently throughout the proposal. The Ribbon uses a simple 4 row invisible table as a placeholder to manage graphics that are inserted into the documents. The graphic is inserted in the top row of the table. The second row contains a hidden code that allows Word to locate the graphics folder. The third row contains the figure number, title, and caption. The fourth row is used to help keep all the rows together.



When graphics are first inserted into a document, they are inserted into a table that stretches across the full page. They are also set to move with the text. In many instances, this will not be the correct settings for the graphics. The options shown below are actually commands for Tables which will affect the Image and the Action Caption.

Wrapping and Unwrapping Text

We use tables to perform all the wrapping around our graphics. By default, the table that holds the graphic will be set to full page width (or full column width for double column documents) with wrapping turned on.



Figure 15.2.2-1.

You may encounter a graphic with a width less than a page wide. In this case, we want the table that holds the graphic to let the graphic set the width of the table. To do this, you use the “Wrap Text” command. By clicking the “Wrap Text” command, you reset the table width to fit to various sizes. This will help give you a constant look. If the image inside the Table is larger than the table, the Table will stretch to fit the image. The default settings for the four Graphic Commands are:

- ▶ Wrap Text 3.25 inch table width
- ▶ 1.5 1.5 inch table width
- ▶ 4 4 inch table width
- ▶ 100 100% of page (stretch from margin to margin)