

## Change Words Default Setting for Inserting Images

I very rarely want an image that I paste into my document to be In line with the text. However, that is the default setting for Word. You can change this setting to one of the many other options. As you can see by the image below, you can set a different option for various types of sources.

- 1 Click the Microsoft Office Button in 2007 or the File Tab in 2010
- 2 Select Options
- 3 Select the Advanced Pane
- 4 In the Cut, Copy, and Paste section, choose the appropriate setting from the Insert/paste picture as: settings:
- 5 Click OK

