



Change the way graphics are inserted in XP

To insert and past graphics, you can decide the following:

- ☐ Whether or not pictures are inserted as inline, so that they move with text, or floating, so that text wraps above, in front of, or behind them when you insert or paste them.
- ☐ Whether or not a drawing canvas, which helps you arrange and move multiple graphics, is inserted around drawing objects, such as AutoShapes and text boxes, when you create them.

Specify the default positioning of pictures

1. On the **Tools** menu, click **Options**.
2. Click the **Edit** tab.
3. In the **Insert/paste pictures as** box, click the default positioning you want.

To set the default as inline, select **Inline with text**; to set the default as floating, select any of the other options.

Specify whether a drawing canvas is inserted around drawing objects

1. On the **Tools** menu, click **Options**.
2. Click the **General** tab.
3. Select or clear the "**Automatically create drawing canvas when inserting AutoShapes**" check box.