

## To Position Graphics

1. Click on the graphic or autoshape you want to change.
2. On the Main Menu, click on **Format**.
3. Click the command for the type of object you selected:  
for example, AutoShape, Text Box, or Picture.
4. Click on the **Layout** tab.
5. Then click on the **Advanced** button.
6. In the **Advanced Layout** dialog box, click the **Picture Position** tab, and then select the options you want.

