

# Fixing shapes and scribbles to a picture

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In the example below, we have a picture (green woman), a shape (a red ring) and some freehand drawing (blue scribble and yellow highlighting). Note you need to open this document using full *Word* desktop, not the reduced *Word Online* version.

If the picture needs to move around the document, we want the shapes to move with it. We need to “group” all the pieces into one group.

This cannot be done if the picture has the layout “in line with text” (don’t know why, sorry). So set each item to have another layout such as “With text wrapping top and bottom”.

Now select all the items, by holding Ctrl key (or Cmd on a Mac) and clicking each item in turn until all are selected. Then choose Group from the Arrange group of a Format ribbon tab. Then if necessary reset the layout option to “With text wrapping top and bottom”.

With this layout option, the composite image stays together, and stays between the text paragraphs. Try dragging it around amongst the text. But you lose the paragraph formatting advantages that we saw with the layout “In line with text”, such as centring and setting space before and after, so you will need to drag the composite image sideways into a suitable position.

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Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts. Separated they live in Bookmarksgrove right at the coast of the Semantics, a large language ocean. A small river named Duden flows by their place and supplies it with the necessary regelalia. It is a paradisematic country, in which roasted parts of sentences fly into your mouth.



Even the all-powerful Pointing has no control over the blind texts; it is an almost unorthographic life. One day however a small line of blind text by the name of Lorem Ipsum decided to leave for the far World of Grammar. The Big Oxmox advised her not to do so, because there were thousands of bad Commas, wild Question Marks and devious Semikoli, but the Little Blind Text didn’t listen. She packed her seven versalia, put her initial into the belt and made herself on the way. When she reached the first hills of the Italic Mountains, she had a last view back on the skyline of her hometown Bookmarksgrove, the headline of Alphabet Village and the subline of her own road, the Line Lane. Pitifully a rhetoric question ran over her cheek.