Making images stay where you put them in MS Word.

When you insert a picture into a word document does the text jump all over the place? By default MS Word inserts an image as if it’s just another letter of text. This is called ‘inline’. You can change this default setting.

Pull down Tools to Options. Select the Edit tab and change Insert/paste pictures as: to something else. I like Behind text.

You can also adjust how the picture and text interact by right clicking on the picture and pulling down to Format Picture, then selecting the Layout tab and choosing one of the options.

For Text boxes, create one text box using the Text Box tool on the drawing palette. Right-click on the border of the text box and pull down to Format text box. Select the Layout tab and choose one of the options. I like In front of text. All subsequent text boxes you create will have this layout.

Getting rid of the annoying drawing canvas that pops up when you want to draw something in MS Word.

Pull down Tools to Options. Under the General tab, deselect Automatically create drawing canvas when inserting AutoShapes.