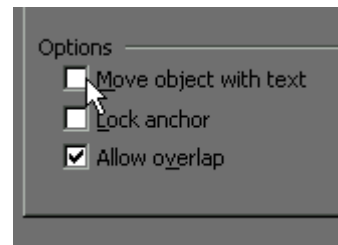
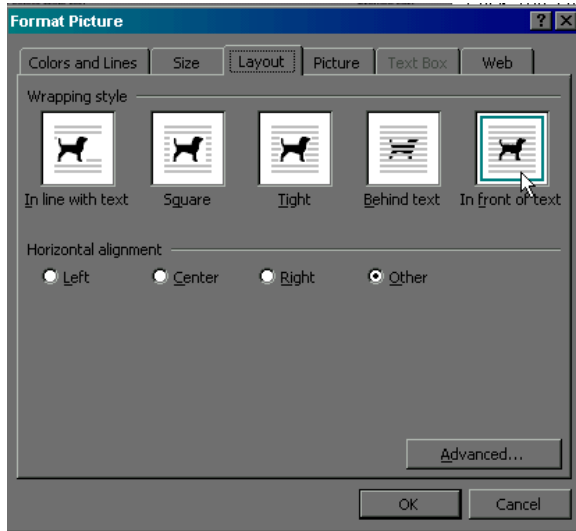


Working with Graphics

To format a graphic so it will not move with text:

Right click on the graphic and select "Format Picture," or click on the "format picture" icon in the Drawing tool bar, or select "Format Picture" from the "Format" menu. (Use whatever way you like best.) On the "Layout" screen, select the "In front of text" box. Then click on "Advanced." On the "Picture Position" screen, uncheck "Move object with text" Click OK twice. Now you can place the graphic anywhere you want.



Here's how to add and use the toolbar:

Turn on the Picture tool bar. (See picture below.) Pick it up and place it in with your other toolbars. Then click the graphic you want to move. On the Picture toolbar, click on the square with the dog icon and select "In Front of Text" or "Tight."

