ANCHORING OBJECTS

Tables and objects (pictures, etc.) can be anchored so that they do not shift down the page when content is added above them. This is useful when content needs to be positioned at the top (or other location) on a page, regardless of what else is added to the document.

ANCHORING A TABLE

1. Locate any table from your document by double-clicking on its title from the “List of Tables” already created by you (or search for the desired table in your document by manually) and select the entire table by clicking the icon right above the leftmost corner of the table.
2. The Table Tools group opens up. In the Table Tools group, open the Layout tab.
3. Go to the Tables group and click on the Properties icon.
4. The Table Properties dialog box opens up. In the Text Wrapping section, select the Around option. Click the Positioning... button.
5. Select the appropriate value for "Relative to:" within the Vertical and Horizontal sections.
6. Clear the checkbox next to "Move with text" within the Options section.

ANCHORING AN IMAGE

1. Insert a text box at the desired location in your document (Anchoring cannot be done with an image directly. Therefore, we need a text box for this purpose). Insert the desired picture inside the text box (You can also use Clip Art feature of MS Word to insert an image). For example, you can insert an image of a “bison” inside the text box by selecting the Clip Art option from the Illustrations group when we select the Insert ribbon.
2. Click on the text box to open the Drawing Tools group. Open the Format tab.
3. Click the **More Layout Options** button in **Wrap Text** group. Make sure the **Text Wrapping** tab is selected. Select the desired **Wrapping style** *(Note: Anchoring doesn’t work with “In Line with Text” option)*.

4. Switch to the **Position** tab. Select the appropriate values for different areas within the **Vertical** and **Horizontal** sections by selecting the respective radio buttons.

5. Clear the checkbox next to "Move object with text" within the **Options** section.

6. Check the "Lock anchor" checkbox within the **Options** section to ensure that the object remains anchored to the same paragraph if the paragraph gets shifted.