

# MS Word

## Moving and Anchoring ClipArt

When a graphic or clipart is added to a Word document, the graphic has an anchor associated with the graphic or clipart. When a graphic is inserted into a Word document, the anchor of the object is automatically associated with the paragraph in which the top of the graphic is located. Once the graphic is associated with a paragraph, when the paragraph is moved (by inserting lines or adding more paragraphs above the paragraph), then the graphic will be moved proportionately.

The anchor can be edited in several ways:

1. Select the object you want to position.
2. On the **Format** menu, click the command for the type of object you selected - for example, **AutoShape** or **Picture** – click the **Layout** tab, and then click **Advanced**
3. In the **Advanced Layout** dialog box, click the **Picture Position** tab, and then select the options you want for your horizontal and vertical anchors. You can align the object relative to the anchor, or you can enter a precise numeric position for the object relative to the anchor.



### Tips:

- To ensure that the selected object moves up or down with the paragraph it's anchored to, select the **Move object with text** check box.
- To ensure that an object remains anchored to the same paragraph when you move the object, select the **Lock anchor** check box.