

Keep pictures from moving around the page with anchors in Word

You've spent all that time getting the picture exactly where you want it on the page. Then, you add text and it moves!

After you have decided exactly where your picture should appear on the page and set any alignment options for wrapping text, click the dialog box launcher button in the Size group, Picture Tools-Format contextual tab. On the Position tab of the Layout dialog box, click Lock anchor at the bottom left under Options. Now your picture will stay put!