

How to place graphs/charts/tables/diagrams in Word so that they stop moving around when text is altered

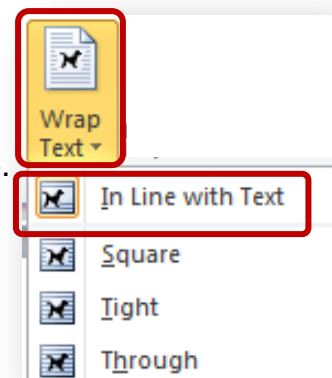
Wrap Text is a command that changes the way text wraps around a selected object such as an image, table, chart, diagram or drawing. To stop objects moving around when you insert text in Word Images, graphs, charts, tables and diagrams you must set the **Wrap Text** properties to **In Line With Text**.

NOTE: All objects should be set to **In Line With Text** by default, unless you have accidentally changed this.

The '**In Line With Text**' text wrapping will allow captions to appear correctly below (or above) the objects and will easily allow you to insert a table of figures or tables.

Changing Wrap Text in Images

- Select the image
- Select the **Picture Tools/Format** tab and go the **Arrange** group.
- Find the **Wrap Text** command and select: **In Line with Text**.

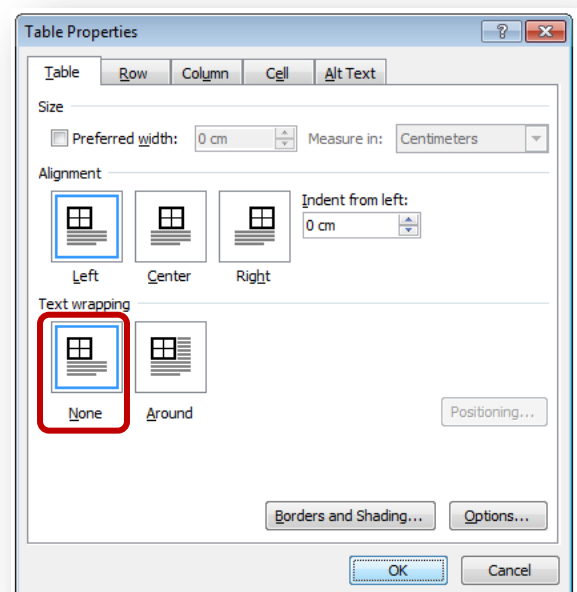


Changing Wrap Text in Charts and Graphs

- Select the chart/graph
- Select the **Page Layout** tab and go the **Arrange** group.
- Find the **Wrap Text** command and select: **In Line with Text**

Changing Wrap Text in Tables

- Select the table
- Select the **Table Tools/ Layout** tab and go the **Table** group.
- Click on the **Properties** command.
- Select **None** from the **Text wrapping** section
- Click **OK**



Example of incorrect text wrapping in a table:

The caption is separated from the table

The table sits between text in the paragraph

Callisto
Callisto completes an orbit and rotates in the same amount of time, once every 16.69 Earth days. Its nearly circular orbit parallels Jupiter's equator.

Table 1 Information regarding the Planets

Callisto is spherical and is the third-largest moon in the solar system. The moon has

	Mercury	Venus	Earth	Mars	Jupiter
diameter (Earth=1)	0.382	0.949	1	0.532	11.209
diameter (km)	4,878	12,104	12,756	6,787	142,800
mass (Earth=1)	0.055	0.815	1	0.107	318
mean distance from Sun (AU)	0.39	0.72	1	1.52	5.20

a radius of 2,403 km (1,493 mi), making it nearly the same size as the planet Mercury. Since Callisto consists mostly of low-density water ice, however, the moon is only one-third as massive as rocky, metallic Mercury. Callisto's interior is probably not differentiated into a rocky core surrounded by lighter icy material, like that of the other three large moons of Jupiter—Io, Europa, and Ganymede. Instead, scientists believe that the entire moon is a mixture of rock and ice, with the percentage of rock in the mixture increasing toward the moon's centre.

By selecting the table and setting the text wrapping to **None** – the problem is solved!

Callisto
Callisto completes an orbit and rotates in the same amount of time, once every 16.69 Earth days. Its nearly circular orbit parallels Jupiter's equator.

Table 1 Information regarding the Planets

	Mercury	Venus	Earth	Mars	Jupiter
diameter (Earth=1)	0.382	0.949	1	0.532	11.209
diameter (km)	4,878	12,104	12,756	6,787	142,800
mass (Earth=1)	0.055	0.815	1	0.107	318
mean distance from Sun (AU)	0.39	0.72	1	1.52	5.20

Callisto is spherical and is the third-largest moon in the solar system. The moon has a radius of 2,403 km (1,493 mi), making it nearly the same size as the planet Mercury. Since Callisto consists mostly of low-density water ice, however, the moon is only one-third as massive as rocky, metallic Mercury. Callisto's interior is probably not differentiated into a rocky core surrounded by lighter icy material, like that of the other three large moons of Jupiter—Io, Europa, and Ganymede. Instead, scientists believe that the entire moon is a mixture of rock and ice, with the percentage of rock in the mixture increasing toward the moon's centre.

Wrap Text in Auto Shapes and SmartArt

- Select the Shape/SmartArt
- Select the **Page Layout** tab and go the **Arrange** group.
- Find the **Wrap Text** command and select: **In Line with Text**