AutoShapes in Word

Word has a useful feature that allows you to place callouts and other shapes in your document. The callouts are useful for identifying different areas of a figure. In the sample graph below, callout AutoShapes are used to identify the two waves:

Inserting a callout AutoShape

1. Insert the image/figure into the document. You can either copy/paste the image from another application, or you use the Insert menu option: Picture > From File.

2. Make sure the Drawing toolbar is displayed. This is usually displayed at the bottom of the Window above the Status bar:

   ![Drawing toolbar]

If the drawing toolbar is not showing, click the ‘Drawing’ button on the main toolbar to enable the drawing toolbar.

3. Click on AutoShapes and hover the mouse over Callouts - click on the style of callout you want to use.
AutoShapes in Word (Continued)

4. Click and drag the mouse in the document to draw the callout AutoShape.

**Move / Resize a Callout**

To move or resize a callout, click once on the callout’s border. Use the nodes to resize/move the callout. The white nodes permit you to resize the AutoShape containing the callout text. The Yellow nodes permit you to reposition the callout line.

![Diagram showing yellow nodes for moving callout line and white nodes for resizing callout shape.]

**Add/Edit the Callout Text**

To add or edit the text inside the callout AutoShape:

1. Move the mouse over the AutoShape. When the mouse pointer changes to the cursor, click the left mouse button.

2. Type your text into the Autoshape. You can also Copy/Paste text from the document into the Autoshape or paste text between Autoshapes.

**Delete a Callout**

To remove a callout:

1. Click once on the callout’s border.

2. Press **Delete** on the keyboard or select the **Edit** menu, and choose **Clear**.