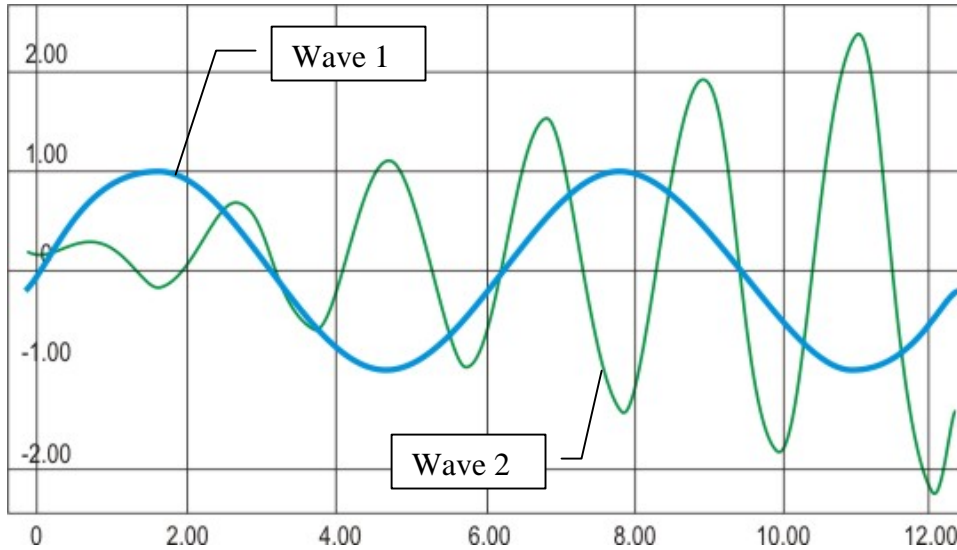


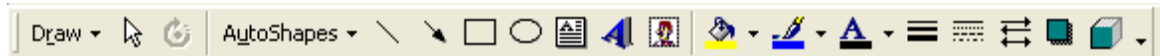
AutoShapes in Word


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:



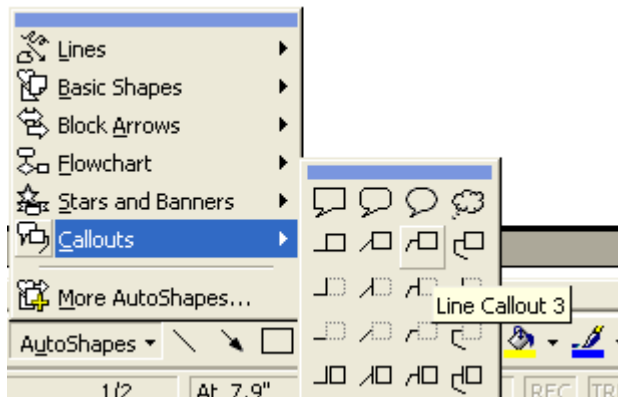
Inserting a callout AutoShape

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:



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.



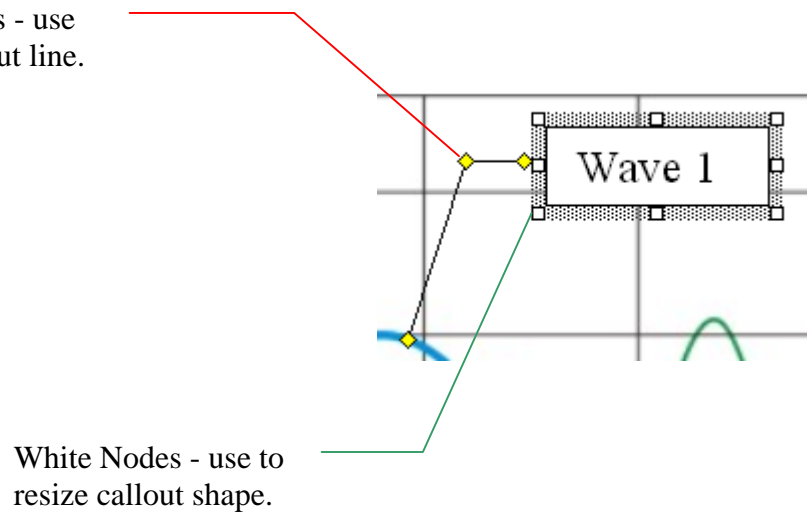
AutoShapes in Word (Continued)

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.

Yellow Nodes - use
to move callout line.



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*.