

Guide to Constructing Pictures in Word 2007

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We provide a rough guide to drawing diagrams such as rich pictures and data (or information) flow diagrams.

- 1.** Lift an image from another document
 - a.** On the source doc
 - i.** right click on the image
 - ii.** Copy
 - b.** On the target doc
 - i.** right click
 - ii.** Paste

- 2.** Thinks cloud
 - a.** Insert
 - b.** Shapes
 - c.** Cloud callout
 - d.** Enter required text

- 3.** Standard curved Arrow
 - a.** Insert
 - b.** Shapes
 - c.** Basic shapes curved line – rapid double click
 - d.** Right click on curve
 - e.** Format auto shape
 - f.** Select either Begin style or End style
 - g.** Choose arrow

4. Freehand curved arrow

- a.** Insert
- b.** Shapes
- c.** Basic shapes curved line
- d.** Left mouse button down - drag the required curve
- e.** Rotate if required – drag little green circle

5. Free Text

- a.** Insert
- b.** Text box
- c.** Simple
- d.** Type in your text
- e.** Re-size by dragging handles
- f.** Right click on border
- g.** Format text box
- h.** Select no colour

6. Send text box to back

- a.** Format
- b.** Send to back

7. Horizontal & Vertical lines

- a.** Insert
- b.** Shapes
- c.** Lines
- d.** Left mouse button – drag

8. Text in circle

- a.** Insert
- b.** Shapes
- c.** Basic shapes – oval – rapid double click
- d.** Right click on edge of circle
- e.** Add text
- f.** Right click on text
- g.** Centre icon

9. Text box

- a.** Insert
- b.** Text box
- c.** Simple
- d.** Type in text
- e.** Centre text with ctrl-E