



Pictures and Callouts in MS Word

Technology for Classroom Teachers
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Insert a Picture

Open a new Word document (**File** and **New**)
Click on **Insert** and **Picture** and **From File...**
Find the **3½ Floppy (A:)** drive and locate your picture.
Select **Insert**.

Change the size and location of your picture on your page:

Select the picture (click once in the middle of the image)
Click and drag a sizing handle to enlarge.
To center, select **center justification** on the icon bar.
Save!

To insert a Callout:

Select **Autoshapes** on the **Draw** toolbar at the bottom of your screen.

*Don't see the toolbar? Click on **View** and **Toolbars** and **Drawing**.*

Click on **Callouts** to choose the shape of your choice.
Click and drag to create your callout shape. Type your text.
Resize the callout by dragging one of its sizing handles.
Move the callout by dragging it.
Save!

