


Create Diagrams in Word

Try out this simple idea after you have transferred images from the document camera to the “My Pictures” folder on a computer.

1.  **Start > Programs > Microsoft Word**
2. **Insert > Picture > From File...**, then navigate to the “My Pictures” folder.
3. Show tools bars with **View > Toolbars**, then make sure the following are showing;
 - a. Picture
 - b. Drawing
4. Click on image then use the **Picture** toolbar to set text wrapping to **Behind Text**.
5. Use the **Drawing Toolbar** to add a **Text Box**, and then add descriptive text about the object.
6. Use the drawing toolbar to draw arrows and lines from the text box to the picture.

