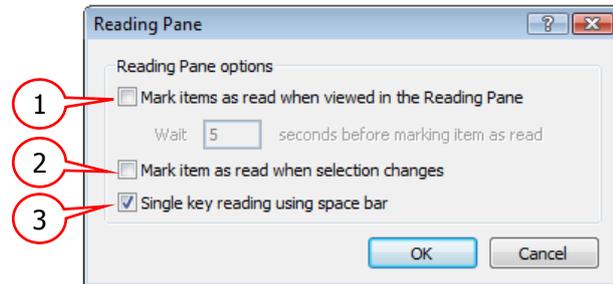


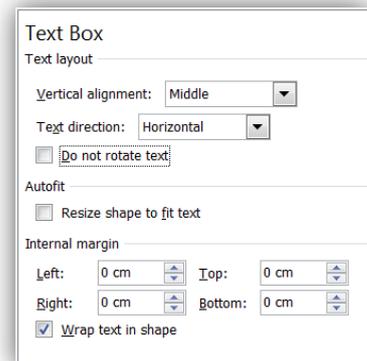
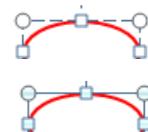
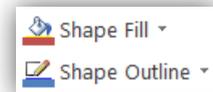
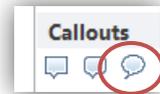
Using Callouts in Word

You use Callouts to focus on particular points especially if it's hard to see or work out. The following is how you can create the example in the diagram.



To create a Callout.

- From the **Insert** tab, in the **Illustrations** group, choose **Shapes**
- Under **Callouts**, choose a style you want to use.
- **Draw** the callout. Don't worry about the size and shape at this stage.
- Make sure the callout is selected. The **Format** tab appears, make sure it is selected to see the ribbon.
- Click **Shape Fill** and choose **White**.
- Click **Shape Outline** and choose;
 - A Colour (in this case Red)
 - A weight, (in this case 1 Pt)
- Click inside the callout and type a number. (if you can't see the number, it probably means the text is white) You now need to Format the text.
- Click the border. It should be a dashed line and turn into a solid line. This is similar to "Select All" in the callout.
- From the **Home** tab;
 - In the **Font** group choose Type, Size, Colour and Bold.
 - In the **Paragraph** group **Centre Text**.
You still need to adjust the text to centre it on the Vertical.
- Right mouse click the callout and choose **Format Shape**. The Text Box dialog box opened. Make sure;
 - **Vertical Alignment** is **Middle**.
 - All internal margins are **0** (See diagram)
 - Click **Close**.
- Use the sizing handles to re-size the callout and the yellow diamond to size and move the actual pointer.
- When you have what you want, **Copy** (Ctrl C) and **Paste** (Ctrl V) duplicates. You can change the text, the shape or size of the duplicates and/or make more to use throughout the document.



More Options

You can **Align** the callouts to make them look consistent.

- Select all the callouts (using the Ctrl key)
- From the **Format** tab, in the **Arrange** group,
- Choose the **Align** Command and choose a type.

You can **Group** the callouts.

- Select all the callouts (using the Ctrl key)
- Right Mouse click the selection and choose Group and Group again.