

# How do I explain this condition?

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How many of us have been in the position of trying to explain something that is so confusing it requires a picture and a drawing? Well, for those that are using Microsoft Word the ability to do both is right at our finger tips.

The only tools required: Digital Camera, Computer, Microsoft Word, and Email.

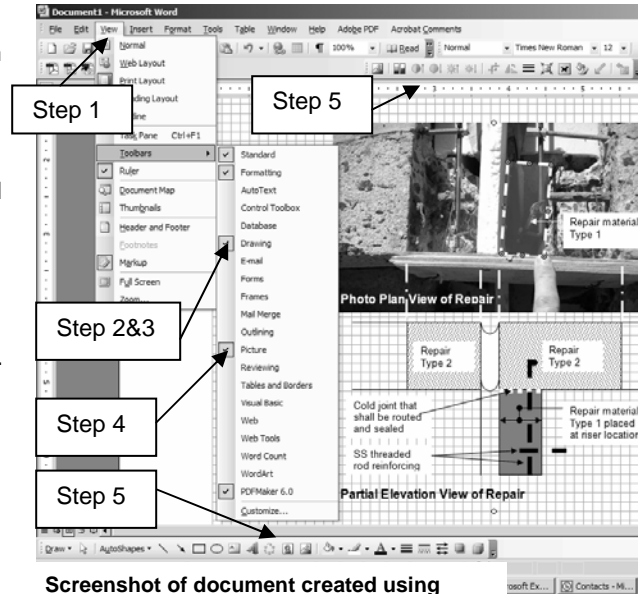
I am hoping to make this the first in a series of articles detailing how to use tools within Microsoft Word to enable you to enhance your documents. We will begin this first article with the Drawing and Picture Tools.

To get started you must activate the toolbars, if they are not already activated.

1. Open MS Word, at the top of the page click on **View** (third from the left). This will create a drop down list, to ensure entire list is viewable click on the arrow at bottom of list.
2. Scroll down the list until you find **Toolbars**, click on it to open another drop down list.
3. Select **Drawing**, this will close all the windows that you opened in steps 1 & 2.
4. Repeat the above steps 1 & 2 and now select **Picture**.
5. You can move these two separate tool bars around on your screen to place them where you want.

You now will see a series of symbols that give you various options to enhance your documents or photos. Lets start with the **Picture Toolbar**. If you drag your mouse over each symbol it will describe what that symbol does.

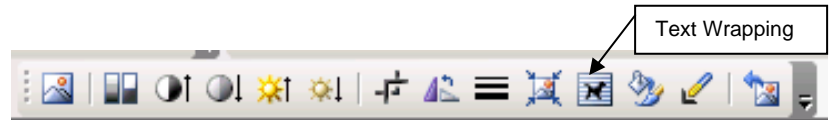
In order for these symbols to be activated you must have a photo or a pasted object in your document. To place a photo in your document go to the top of the screen and click on **Insert**. Choose **Picture, From File** and select the **file or folder** that contains your pictures. Now you can select a picture that you want in your document, **select it** and click **Insert**. Your photo will now be in your document.



Screenshot of document created using Picture and Drawing Tools within MS Word

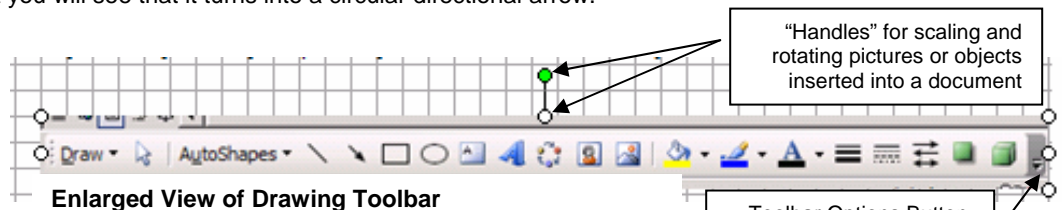
One of the most powerful tools in this toolbar is the **Text Wrapping Tool**. This tool allows you to place the picture in front of your text, behind the text, tight to the text and so on. The screen shot above is placed **Tight** to text to allow for maximum typing space as the text “flows” around the picture or object.

If you highlight your picture by clicking on it you will see a series of white dots in each of the corners, these control scaling. If you move your mouse over them you will see that it changes from 4 arrows to 2 directional arrows. The green dot in the upper center of the picture controls “rotation” of your object. If you place your mouse over that you will see that it turns into a circular directional arrow.



Enlarged View of Picture Toolbar

Now lets take a quick look at the **Drawing Toolbar**. Similar to the Picture toolbar if you drag your mouse over each symbol it will describe what each symbol does.



Enlarged View of Drawing Toolbar

This set of tools offers the most benefit for enhancing a document. Here you can create **Text Boxes, Draw Lines and Shapes**, change **Text or Line colors**, change **Line types and widths**, add **Pointers**, etc. Use these tools for drawing very basic details similar to a drafting program. As you can see by the large screenshot above each of these toolbars and tools were used to create that detail sheet. They were also used to create this article which is produced in MS Word.

You can adjust the amount of tools available by clicking on the “downward” pointing arrow at the end of each toolbar. This will open the Toolbar Options menu to select what you want available.

Begin to explore these tools on your own if you have never done so in the past. Microsoft Suite of product offers a great Help menu to guide you further.

I would love your feedback on this article to see if you found this helpful. Email me or call me at [Hadley.jim@sika-corp.com](mailto:Hadley.jim@sika-corp.com) or 704-905-5836.