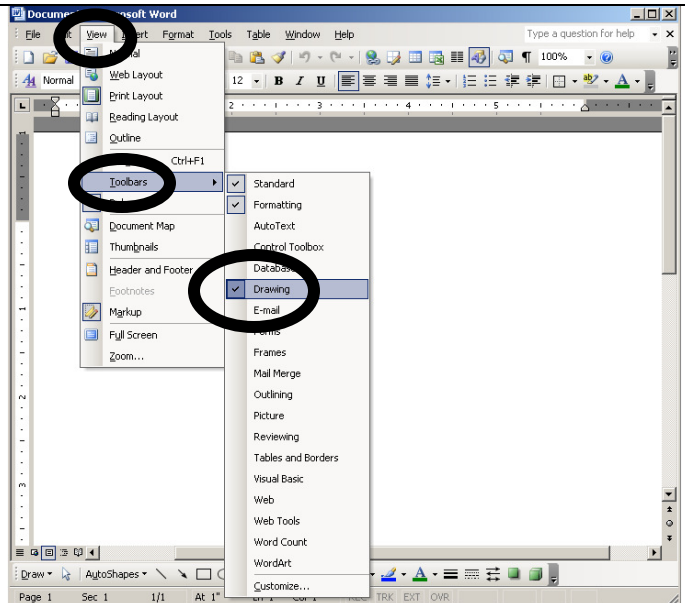# How to Make a Callout in MS Word 2003
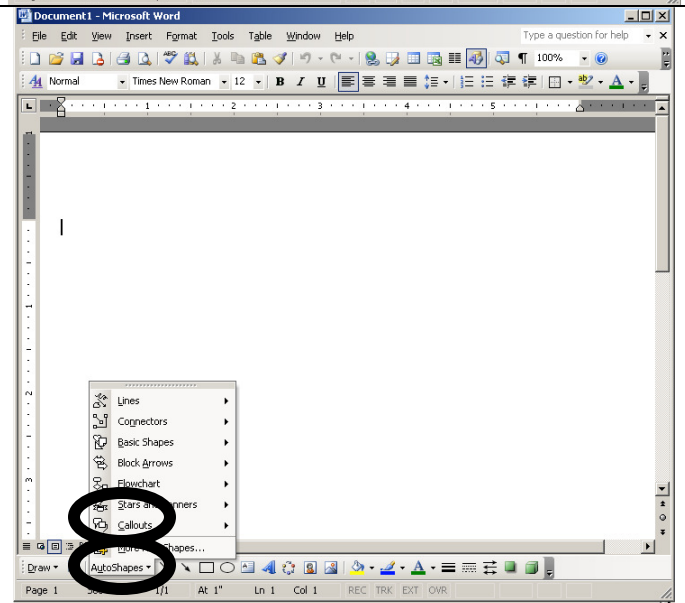
Open a Word document.

Make sure the *Drawing toolbar* is visible:
View
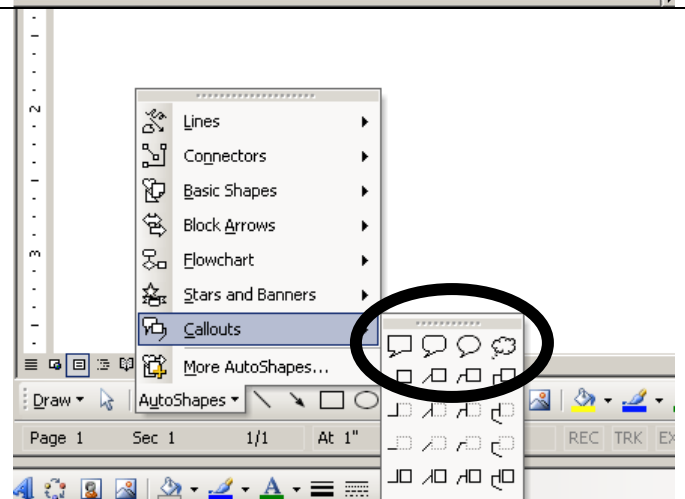**Toolbars**
a check in front of **Drawing**

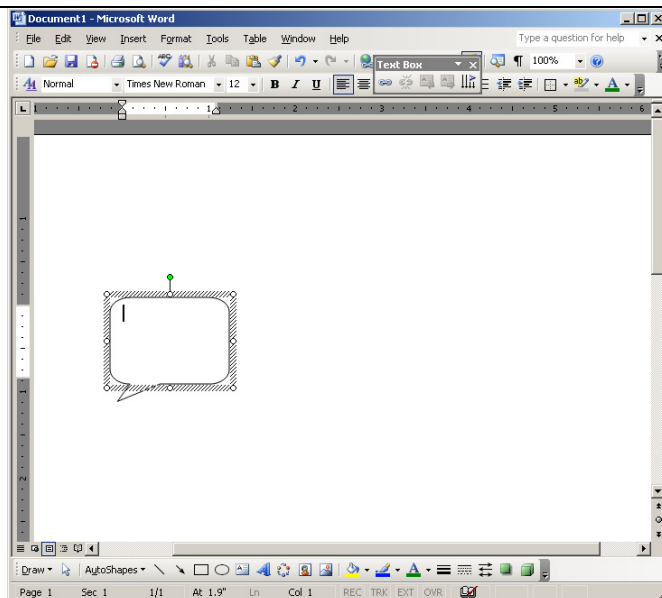Select **Autoshapes** on the **Drawing** toolbar at the bottom of your screen.
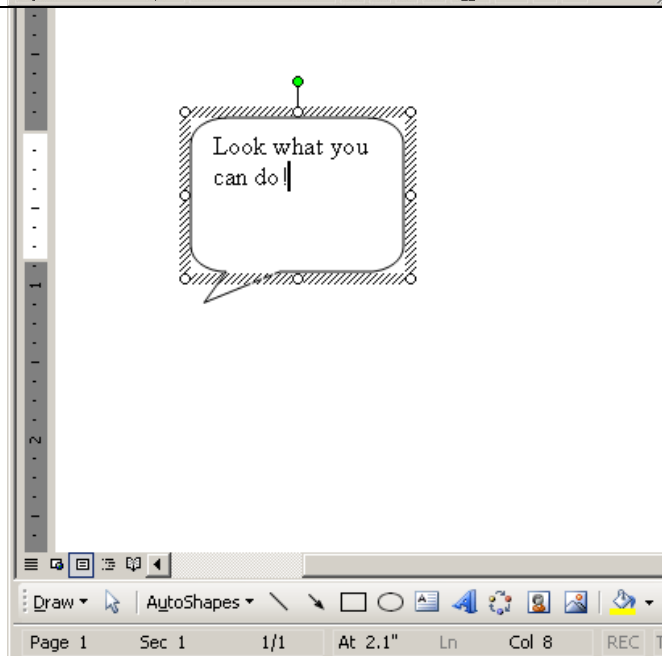
Click on **Callouts** to choose the shape of your choice.

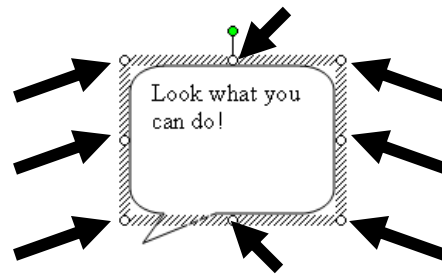Click on whatever kind of callout you want from the top row.

Created by Marilyn Western 2008

Your cursor turns into a plus sign. On your document, **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 clicking on the fringy border and dragging it. The point of the callout can also be moved – click on the yellow diamond and point to the speaker.	