

Labeling Diagrams with Text Boxes

LABELED DIAGRAM

- √ Place and resize the diagram or picture in your word document. Make sure that you do not make it too big so that you have room for the diagram labels.
- √ Select Insert Menu → Text Box. Click and drag to make a text box and in the area you want the first label and the size you want it to be.
- √ If you are creating the labels, click once in the text box and type in the label. The text type and size will be defaulted to you normal style. Don't worry we can change them all together.
- √ Move the text boxes around the diagram.
- √ When all boxes and labels are in the correct positions, hold the command key while clicking and dragging over all the labels in the text boxes. When all are selected, change the font, size and/or color.
- √ Go to the View Menu → Toolbars → Drawing. About 2/3 of the way down the toolbar, choose the Lines Tool and click on its arrow. Choose one of the arrows.
- √ Click and drag between the text boxes and the portion of the picture being labeled. An arrow will be displayed.

DIAGRAM THAT STUDENT WILL LABEL

- √ Place and resize the diagram or picture in your word document. Make sure that you do not make it too big so that you have room for the diagram labels.
- √ Select Insert Menu → Text Box. Click and drag to make a text box in the area you want the first label and the size you want it to be.
- √ Create text boxes as noted in the previous section, but this time, do not type in any labels.
- √ Add arrows as needed.
- √ Save the file
- √ Students click on the text boxes and type in their answer.

DIAGRAM STUDENTS WILL LABEL WITH FORM FIELDS

- √ Place and resize the diagram or picture in your word document. Make sure that you do not make it too big so that you have room for the diagram labels.
- √ Select Insert Menu → Text Box. Click and drag to make a text box in the area you want the first label and the size you want it to be.
- √ Create text boxes as noted in the previous section, but this time, do not type in any labels.

- √ Go Back and double click on each text box (must be done individually). The Format Text Box opens. Click on Convert to Frame. (this changes the text box into a frame. You can only add a field to a frame, NOT a text box.) *(NOTE: When you use frames, things tend to move on the screen in unexpected ways. This is why this is an advanced technique.)*
- √ Add arrows as needed.
- √ Add Form fields (fill in or multiple choice) for each frame.
- √ Lock the document.
- √ Save the file.