

Making Major Points Stand Out

Callouts are major points you want to make within the text that are critical to the material. Place these periodically throughout the text to stress importance and make it skimmable.

These sentences work best when bold, in a larger font, a different color, and centered in the page.

Text boxes add necessary information to the current text or information found in other areas of bulk text to provide further explanation. They can also highlight certain information. Simply click the INSERT tab at the top left of the Word document and select TEXT BOX on the top right. The box will appear where your cursor is located, and you may begin to move and resize it before adding text.

Fill the box using a pale color on the dropdown color chart and choose a border type. The box is generally located on the right side of the page opposite the related material.

Arrows are tools found under the “insert” tab at the top of the document. Select shapes, click the arrow and it will insert wherever you click and drag on the page. Right-click on the arrow shape to change the color. Choose line width and effects like shadows.

