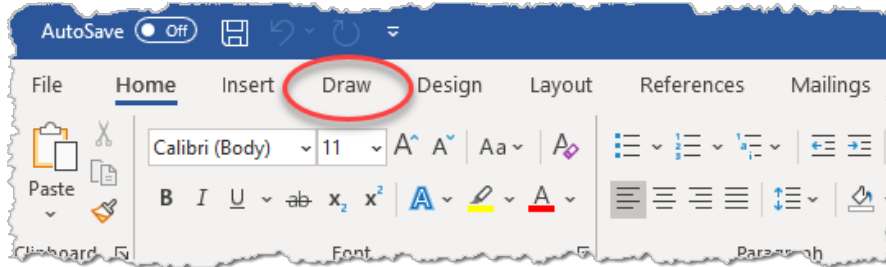


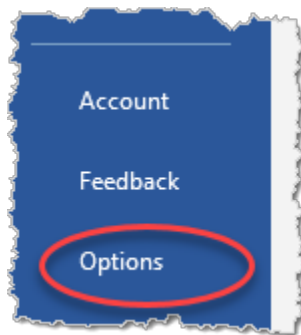
Turn on Draw Tools in Microsoft Word

Draw tools will automatically be a menu option if the computer has a touch screen.

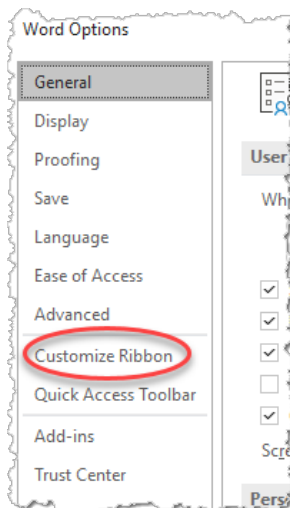


If the computer doesn't have a touch screen do the following:

- Open Word
- Click the File menu
- Click Options (bottom left choice)



- Click Customize ribbon



- Check the box next to draw (right pane)

