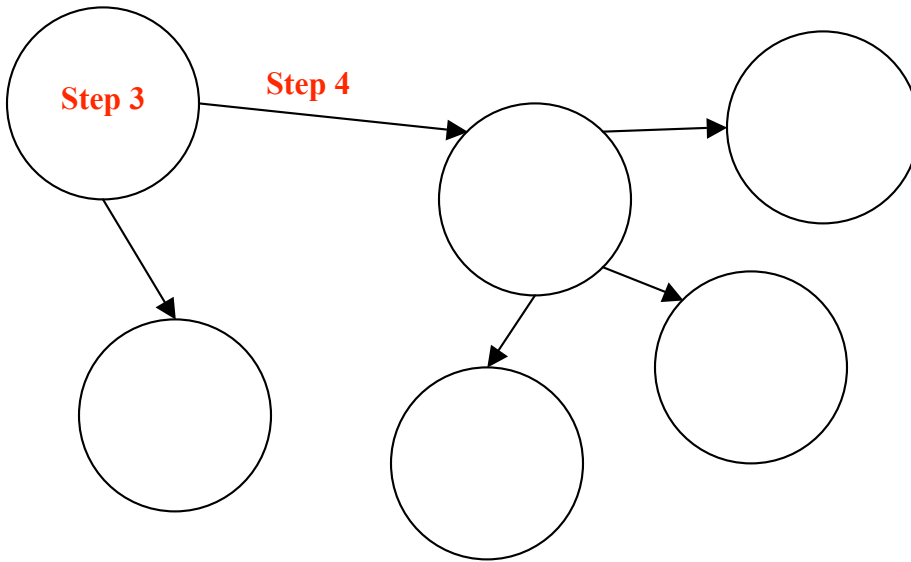


## Bethel Online Academy How-To's Creating an Idea Web in Word

Some of your assignments will require you to create a prewrite or an idea web as part of a question or as a prewrite to a writing task. Below is a sample with directions on how to create this web.



**Step 1** Go to the <View> menu, then go to the <Toolbars> submenu and make sure there is a check mark next to the <Drawing> toolbar. If there isn't, then clicking that toolbar will put a checkmark there.

**Step 2** Find that toolbar and place it where it is best for you (usually it is found on the bottom of your screen).

**Step 3** Choose an <AutoShape> to start with your idea web. In this case, I chose to use all circles. You can also mix and match these.

**Step 4** Next, go to the <AutoShapes> menu on the Drawing Toolbar that you moved in step 2. Choose the <Connectors> submenu and choose a connector. I chose the arrows. (Make sure to go to the connectors, if you choose to insert a regular line, you will have a very hard time making it connect with your AutoShapes.)

**Step 5** Go to town!

