

# How to Use the Microsoft Word Draw Tool

These directions will show you how to draw on a Word document using the Draw Tool.

1. Open the **Word** document.



2. Click the **Draw** tab.

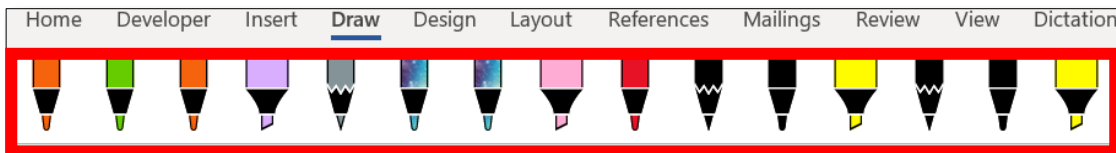


3. Click **Draw** to draw. Click **Eraser** to erase.

*Note: You can draw with your mouse or your finger on screens with touch-enabled devices.*



4. Select the **pencil** or **pen** or select the **highlighter**.



5. Change the color, design or line thickness of the pen, pencil or highlighter by clicking the **arrow** in the bottom right corner of the pen, pencil or highlighter.

