Insert a path diagram into a word document

Create a Drawing Canvas

1. Using the menu options select: the Insert tab → Shapes → New Drawing Canvas

The drawing canvas provides a boundary between your drawing and the text on the page.
Notice that automatically Word will inset the drawing canvas and open the **Format** tab.

2. Select the **Align** icon in the **Format** tab.

3. Select the **Grid Settings** option.
4. Notice that the **Drawing Grid** box appears. Click on the box for *Display gridlines on screen* and click on the box for *Snap Objects to Grid*.

The *Snap objects to grid* option will prevent your shapes from deforming when you change their shape (similar to holding control as you drag the shape).
5. Using the gallery in the insert shapes group (top left-hand corner of the Format Tab), select a circle.

6. Next, hold down the `<shift>` key, → click on the drawing grid, → and drag to draw.

7. Then, release the mouse button before releasing the `<shift>` key. This will create objects of equal height and width (i.e., not distorted).
8. To move an object, click in the middle of the object and drag it to a new location.

9. To resize an object, click the object to select it → then, hold down the <shift> key → next, click and drag one of the sizing handles of the object → and release the mouse button when the object is the desired size.

   Note: Insert a square in the same manner a circle.

10. To repeat a shape, click on the object to select it → then, press the <Ctrl> key followed by the <c> key. Next, press the <Ctrl> key followed by the <v> key.
11. Using the gallery in the insert shapes group (top left-hand corner of the Format Tab), select a line.

12. Click and drag in the drawing canvas to create a line.

13. Drag the arrow head to the top of a square and allow it to automatically connect to the top center of the square.

14. Next, click on the other end of the arrow → then, hold down the **<ALT>** key while dragging this end to the center of the circle.

   Note: holding down the **<ALT>** key while dragging prevents the arrow from automatically connecting to the circle.
Note: after the arrows are positioned, click on the "Send to Back" button to place them behind the circle.
15. Using the gallery in the insert shapes group (top left-hand corner of the Format Tab), select an arc

Note: the arc object is located under “**basic shapes**”.

16. Click on the drawing canvas ➔, then click on the yellow handle without an arrow head and drag it around to mirror the other side (see below).

17. Now, click the right mouse button ➔ select **Format AutoShape**
18. Click on the **Arrows** option and select an arrow head that matches the **End style** arrow head \(\rightarrow\) then, click **OK**.

19. Next, click and drag one of the sizing handles of the arc \(\bullet\) to resize it \(\rightarrow\) then, click and drag on the green \(\bullet\) handle to rotate the arc 180°.

**Notice** that as the \(\bullet\) handle is dragged past a half-circle it begins to flex inwards.

As the lines flex slightly inwards, the arrows develop a more precise shape.

- the \(\bullet\) handle is dragged **to a half-circle**
- the \(\bullet\) handle is dragged **past** a half-circle

Ensure that double-headed arrows flex slightly inwards.
**Note on “edit points” option:** In Microsoft Office 2007 lines are now considered “connectors” so it is not possible to right click on a line and select “edit points”. Instead you must use the freeform tool in the Insert Shapes Option to draw a line → then, select the edit shape option → then, click the option. The “edit points” method for creating double sided arrows is less desirable than the method illustrated above.

20. To correctly center the arc on the square (as illustrated below), press the <Ctrl> key and use the Arrow keys to move it into place.

![Image of a Microsoft Word interface showing the Drawing Tool options and a sample diagram]

Note: Copy and paste will save time when creating additional arcs.

21. Now, click in the drawing canvas space and drag to select all of the objects (illustrated below) → then, press the <Ctrl> key followed by the <c> key. Next, press the <Ctrl> key followed by the <v> key.
Note: A copy of the shapes will be pasted over itself. Use the **Arrow** keys to relocate the pasted shapes (see below).
Notice that the shapes stay lined up to the grid as you move them around.

22. Use another arc (as previously described – only elongated when shaped and not rotated) to create the arrow path from one circle to the other.
Insert Text, Estimated Values, Model fit, etc.

23. Click on a shape that you would like to add text to → press the right mouse button → then, select Add Text from the menu that appears.
24. Type the desired text, then resize and center using the **Home** menu tab (as you would with text in a regular document).
25. When adding the estimated values to the diagram, you could click on the arcs and then click on the *add text* option, as previously illustrated; however, I would recommend inserting a text box.
26. Using the menu options select: the **Insert** tab → text box → then, select *draw text box*.

27. Click and drag in the location that you would like text to appear. The text box will appear with a black border around it.

28. The text box will appear with a black border around it. To get rid of the border, press the right mouse button and select *Format Text Box*. 
29. In the Format Text Box window, change the Line color from black to no color. →
Unless you want the value to cover the directional arrows in your diagram also slide the transparency to 100%.

Click here to change the transparency

Click here to change the border color from black to no color.
Note: hold down the `<Ctrl>` key to move a text box more precisely.

Note: At any time the drawing canvas can be resized by dragging the black edges.

30. To insert model fit information, use a text box as previously noted. To get correct statistical symbols (i.e., for Chi Square) go to the Insert tab → select Symbol → then click on the correct statistical symbol.

Note: to create a superscript, hold down the `<shift>` key and the `<Ctrl>` key → then, press the `<+>` key. To create a subscript, hold down the `<Ctrl>` key → then, press the `<+>` key.
Note: to group everything together first, select everything ➔ then, press the right mouse button ➔ after that, select group.

Note: the view gridlines option should be turned off.
Note: It is important to note that other packages can do similar diagrams and some will provide automated drawings; however, the method illustrated above is intended to provide precise illustrations of all parts of the model. Deciding on a method to illustrate path diagrams should depend on your goals.
Some examples: (see the associated .zip file for examples to copy and paste)

Figure 1

Figure 2

Figure 3

Figure 4

Figure 5

Figure 6