How to insert a path diagram into a Word document

This document provides one way to insert a path diagram into a Word document. In this case, Word drawing tools are utilized to create the diagram. Users can also create a diagram in Power Point and copy the resulting graphic into Word.

1. Create a Drawing Canvas.
   a. 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 Word automatically will inset the drawing canvas and open the **Format** tab.

b. Select the **Align** icon, found under the **Arrange** group in the **Format** tab, and click on **Grid Settings** option on the menu.

c. 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 controls as you drag your shape).

2. Insert shapes and lines.
   a. Using the gallery in the Insert Shapes group (top left hand corner of the Format tab), select a circle.

   ![Insert Shapes Gallery]

   b. Next, hold down the <Shift> key, click on the drawing grid, and drag to draw.
   c. Release the mouse button before releasing the <Shift> key. This will create objects of equal height and width (i.e., not distorted).
d. To move an object, click on the middle of the object and drag it to a new location.

e. To resize the 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 as a circle.

f. To repeat a shape, click on the object to select it, then hold down the `<Ctrl>` key
followed by the `<C>` key. Next hold down the `<Ctrl>` key followed by the `<V>` key.

g. Using the gallery in the **Insert Shapes** group (top left hand corner of the **Format**
tab), select a line.

h. Click and drag in the drawing canvas to create a line.
i. Drag the arrow head to the top of a square and allow it to automatically connect to the top center of the square.

j. Next, click on the other end of the arrow and 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.

k. After the arrows are positioned, click on the `Send to Back` button to place them behind the circle.

l. 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.

m. 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).

n. Now click the right mouse button and select **Format AutoShape**.
Click on **Begin Style** under **Arrows** and select an arrow head that matches the **End style** arrow head and click **OK**.

Next, click and drag one of the sizing handles of the arc ( ) to resize it and then click and drag on the green handle ( ) to rotate the arc 180 degrees.

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

r. Now, click on 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 shape lined up to the grid as you move them around.

s. Use another arc (as previously described – only elongated when shaped and not rotated) to create the arrow path from one circle to the other.
3. Insert text, estimated values, model fit, etc.
   a. 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.

   b. Type the desired text and then resize and center using the **Home** menu tab (as you would with text in a regular document.)
c. 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.

d. Using the menu options select the **Insert tab**, **Text Box** under **Text group**, and select **Draw Text Box**.
e. Click and drag in the location that you would like text to appear. The text box will appear with a black border around it.

f. To get rid of the border, press the right mouse button and select *Format Text Box*.

g. 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%.
**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.

h. To insert model fit information, use a text box as previously noted. To get correct statistical symbols (e.g., for chi square), go to the Insert tab, select Symbol, and then click on the correct statistical symbol.

**Note:** To create a superscript, hold down the `<Shift>` key and the `<Ctrl>` key and press the `++` key. To create a subscript, hold down the `<Ctrl>` key, then press the `++` key.
i. To group everything together first, select everything then press the right mouse button. Select **Group**.

j. The **View Gridlines** option should be turned off.