Create a Torn Document in Word or PowerPoint

If you want to add a “torn page” effect to a screen shot for a PG or distance course, for example, adding a “tear” to CWW’s Additional Search Criteria, follow the steps below. **Note:** You also can use these steps in PowerPoint.

After you paste the screen shot onto a page, crop out the area that you don’t want to appear. (In this example, grayed out area shown below is section to be cropped out.)

Image above, after cropping.
Then, from the Word tool ribbon, select Insert tab and then Shapes.

In the Lines section of the Shapes menu, select Freeform. Note that Freeform is the only shape in the Lines section.

Next, draw a narrow Freeform shape with a fill and outline matching the background color, in this example, white. (The outline is gray only for this example.) Place the shape where you want the torn edge to appear on your screen shot.

In Shape Effects, use the shadow tool to create the shadow along the “torn edge” of the freeform shape.

To complete the torn effect, and keep the two separate images together, select the screen shot and the freeform shape and group them as one image.