

Life is like a cobweb, not an organization chart.

Ross Perot

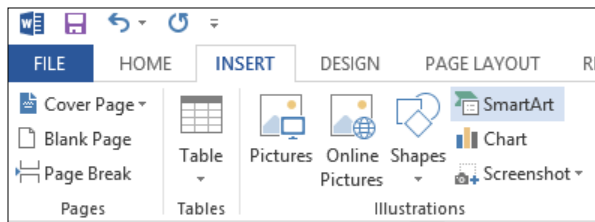
Module Six: Adding SmartArt

This module will show you how to add SmartArt graphics anywhere in your document. You'll learn more about the SmartArt Tools tabs, and how to add text to a SmartArt graphic. You'll also learn how to move and delete SmartArt graphics. Finally, we'll look at the SmartArt Layout options.

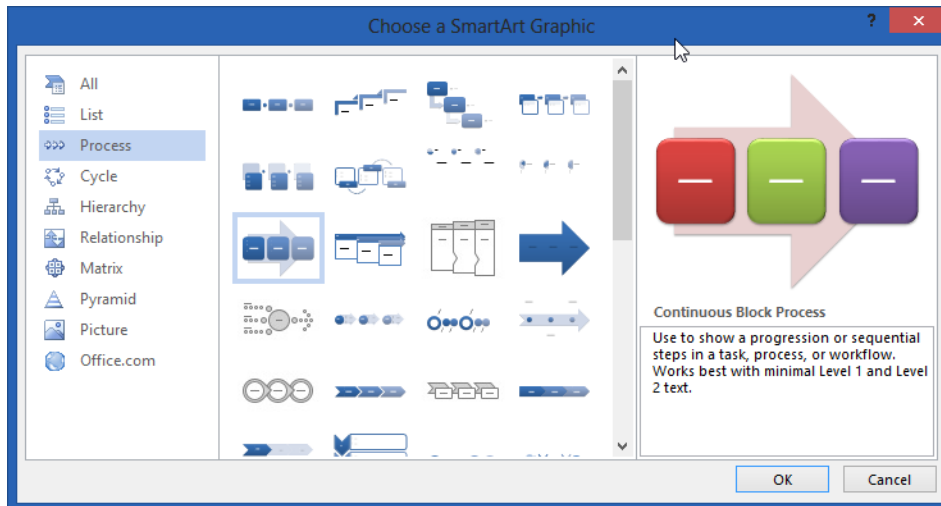
Inserting SmartArt

To insert SmartArt, use the following procedure.

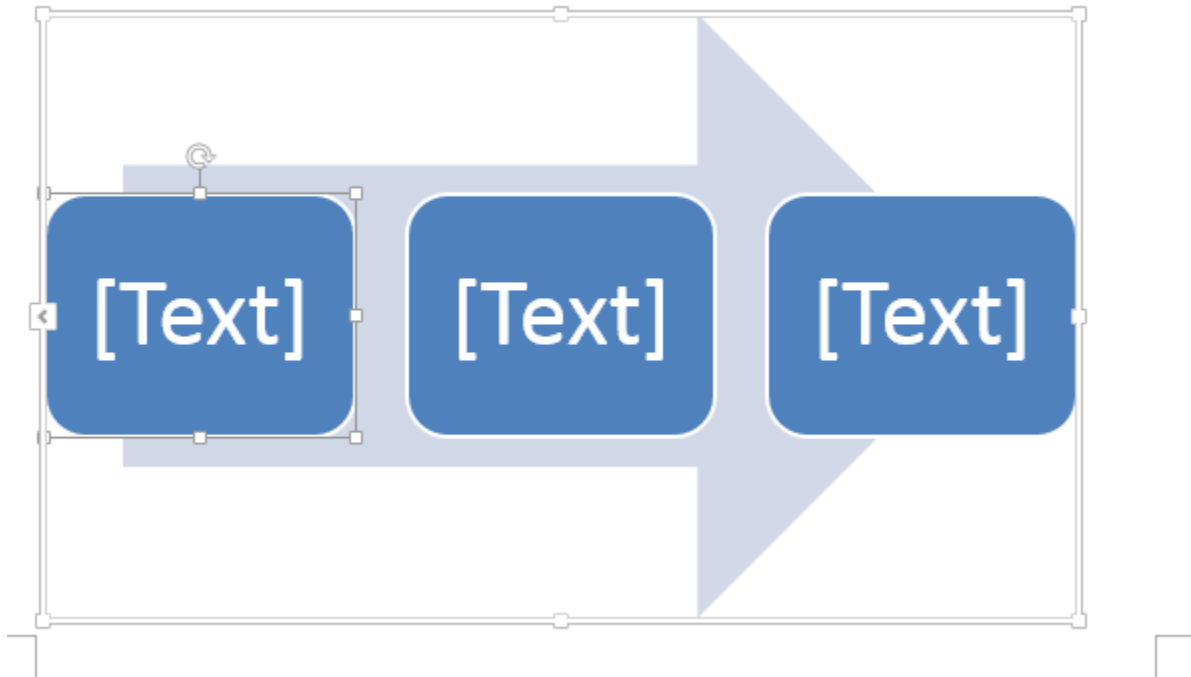
1. Select the **Insert** tab from the Ribbon.
2. Select **SmartArt**.



3. In the *Choose a SmartArt Graphic* dialog box, select the category on the left. Then you select the item in the middle. The right shows a preview of the item. Select **OK** to insert the content.



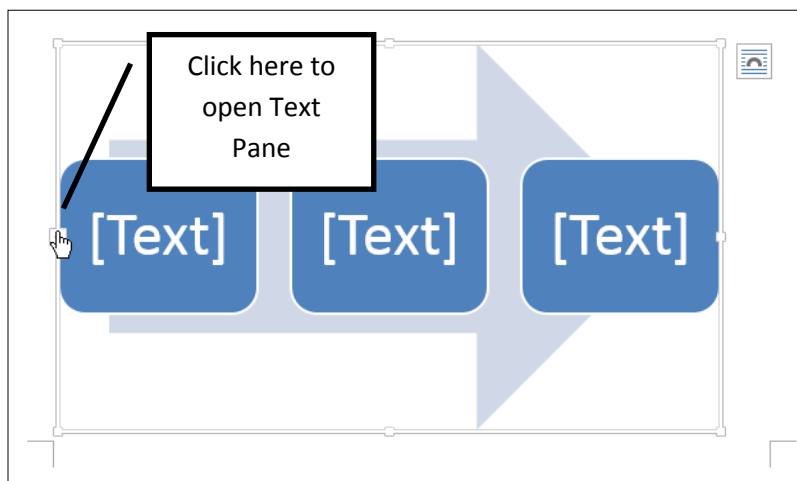
Word inserts the selected SmartArt graphic in the document at the current cursor position.



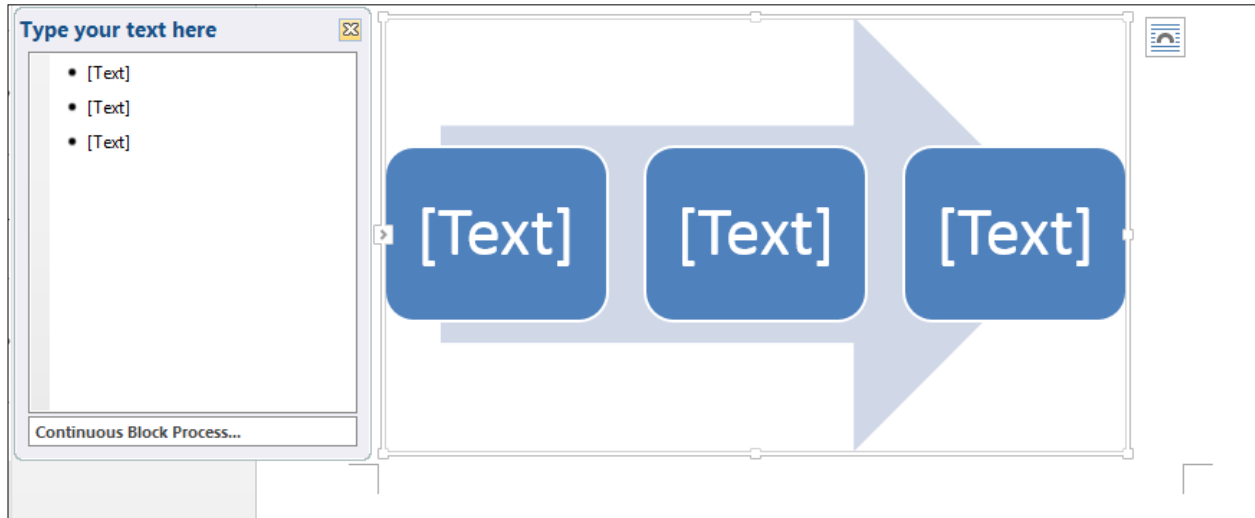
Adding Text to SmartArt

To add text to a SmartArt graphic by using the Text Pane, use the following procedure.

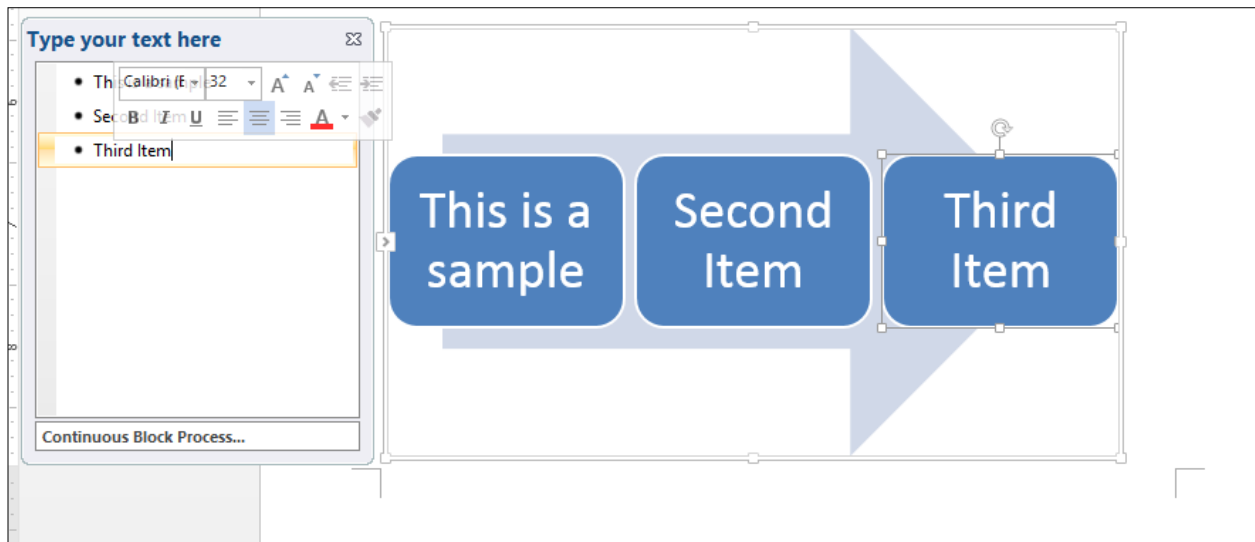
1. To the left of the SmartArt graphic you inserted, there is a small rectangle with an arrow. Click this arrow to open the Text Pane.



Word opens the Text Pane.



2. Click on the first line and begin typing. Each line represents a new item in the graphic.

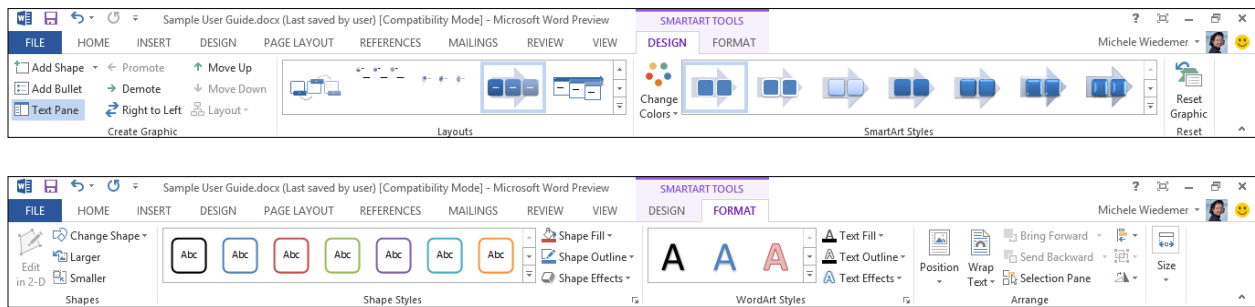


The SmartArt text adjusts to fit the graphic. The more text you enter in each graphic element, the smaller the text will become.

3. When you have finished, click anywhere on the slide, and the Text Pane will close automatically. Or you can click the X in the top right corner.

Using the SmartArt Tools Tabs

The Tools tabs for working with SmartArt.



In the **Design** tab, the Create Graphic tools allow you to customize the SmartArt by adding a shape, adding a bullet point, promoting and demoting or moving a shape right to left, moving a shape up or down and changing the layout. You can also open the Text pane. The change colors option allows you to use the same graphic with different colors.

The reset graphic option removes any changes you have made and returns the selected SmartArt graphic to the default settings. It does not remove your text.

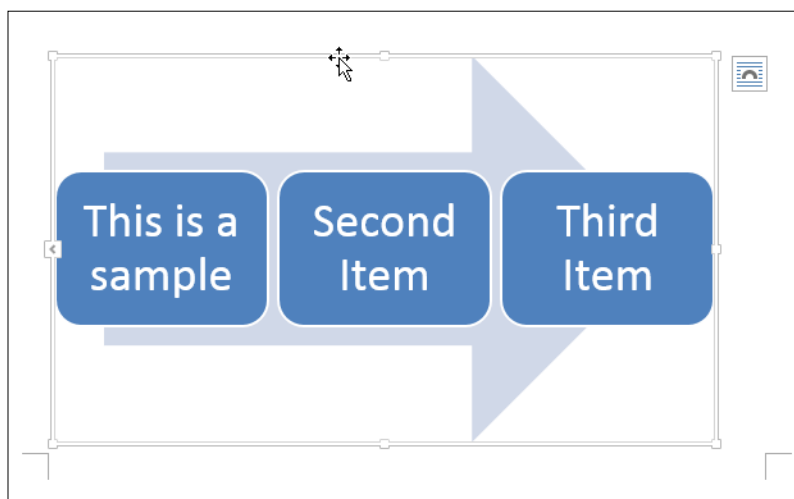
In the **Format** tab, the tools specific to Smart art allow you to change a selected shape or make it smaller or larger.

Moving and Deleting SmartArt

To move the diagram, use the following procedure.

1. Select the diagram border.

The cursor changes to a cross with four arrows.

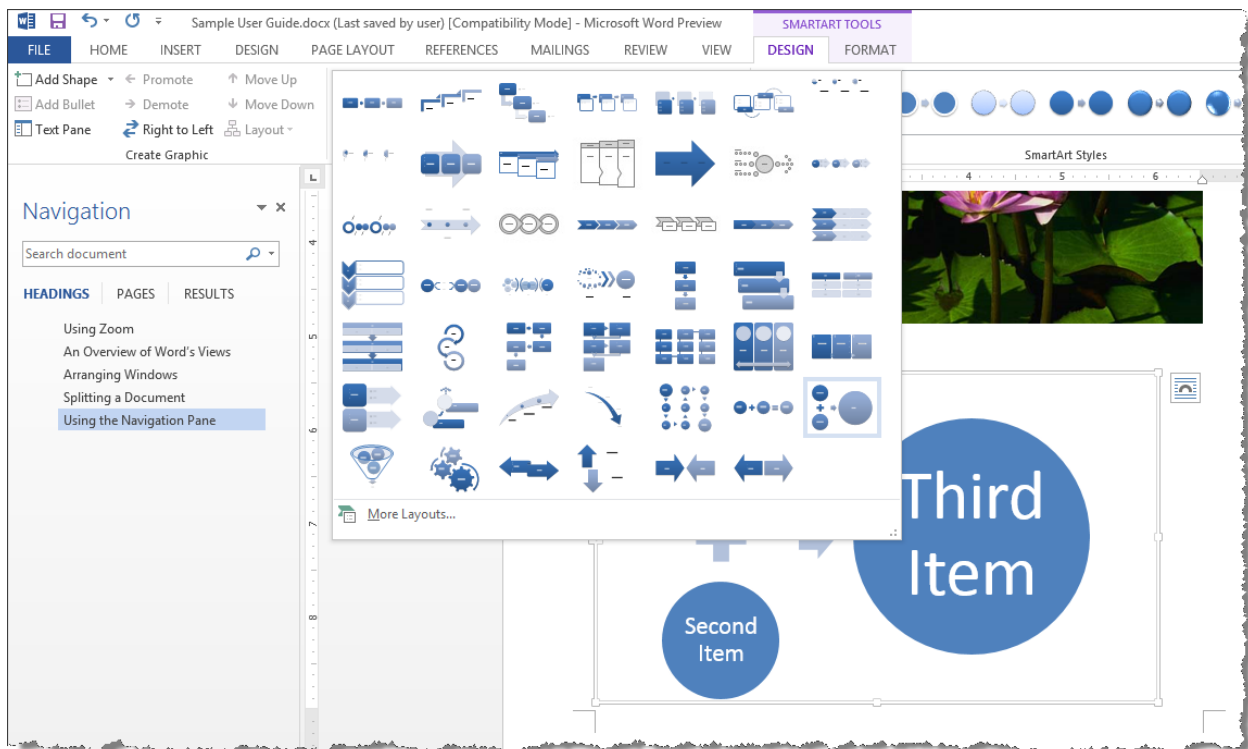


2. Drag the mouse to the desired location. Word displays a small rectangle by the cursor to show an object is being moved. There is a small line showing where the diagram will be moved. Release the mouse to drop the diagram in the new location.

Using SmartArt Layout and Style Options

To change the SmartArt layout, use the following procedure.

1. Select the SmartArt graphic you want to change.
2. On the SmartArt Tools Design tab of the Ribbon, select the down arrow next to the Layout group to see the Layout options.



3. Select the layout you would like to apply.
4. To change the style, select the arrow next to the Style group to see the options. Select the style that you would like to apply.

